

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 April 2015

1. **Present:** Cllrs: Mrs P Wise (Chairman), Mrs D Adams, Mrs B Blood, Mrs J Booth, Mr P Burnham, Ms H Crouch, Mr S Gascoigne, Mrs P Young, Also present Ward Cllr Mrs P Andrews plus 2 members of the public.
2. **Apologies for absence:** Apologies received from Cllr A Halliwell and also County Cllr Mr C Barnfather.
3. **Declarations of Personal & Prejudicial Interest:**
No interests were declared
4. **Approval of the Minutes held on 4th March 2015**
The minutes were approved and signed by the Chair.
5. **Matters Arising from the Minutes**
 - 5.1 **Highways/Flooding issues** - Cllrs reported that lights on the terraces were still flicking on/off. The Clerk was asked to report this matter again.
 - 5.2 **Abbey Street/Byron Street Sign** - An estimate had now been obtained from Gedling Borough Council to supply several new street nameplate signs as previously agreed at a cost of £236.00 plus VAT. The Clerk advised she had discussed the position with Gedling Borough Council, where at present there was insufficient funds remaining in their budget to replace these signs. An undertaking had been given that if the Parish Council purchased the new nameplates, Gedling Borough Council would be prepared to install them at no cost to the Parish Council. Having discussed this offer Cllrs agreed that as the cost was less than expected, the Parish Council would fund the new nameplates and the Clerk would contact Gedling BC accordingly.
 - 5.3 **The Lengthsman's Scheme** - This item would be covered later in the meeting.
 - 5.4 **Off Road Biking** - Further information on this item would be given later in the meeting.
 - 5.5 **Pot Holes on Station Ave** - Cllr P Young advised that as she now sits on the Newstead Abbey Partnership in her capacity as a resident of Newstead Abbey Park, she questioned whether a further meeting with the Abbey staff was necessary given that she would be happy to raise any concerns raised by the Council in relation to the Abbey. In light of this offer by Cllr Young, councillors agreed not to seek a further meeting at this stage.
 - 5.6 **Public Speaking** - Cllr Burnham advised that the drains outside 149 Tilford Road had been cleaned out. It was not clear whether this would resolve the flooding issues affecting the park. It was agreed that Cllr Burnham would monitor the situation pending further wet weather and report back to the Council as to whether this problem had now been solved. Further work had also been undertaken on the tree adjacent to 66 Tilford Road to remove a large branch which was previously directly over the roof of this property and where earlier work could not be undertaken as access to branch was impeded by parked cars.
 - 5.7 **Extension to the Cemetery Car Park** - It had been noted that the timetable for work to begin had been delayed by a further two/three weeks and should take place by mid April.
 - 5.8 **Bus Stop opposite Musters Road** - The Clerk advised that this area had been inspected and it had been suggested that repairs were undertaken at the same time as work to install signage relating to 20mph speed limit near the school. Indications were that this work should be completed shortly.
 - 5.9 **Parking outside the Cemetery** - The Clerk advised that a sign which had now been supplied to the Parish Council by Cllr Booth has now been passed to the lengthsman to fix to the pillar at the side of the main gates.
 - 5.10 **Station Road** - No action had been taken to remove litter and it was agreed that the Clerk would contact East Midlands Trains again
 - 5.11 **Elections** - Notes on election procedures had been emailed to all Councillors. A number of election papers were completed by Cllrs both before and after the meeting by those Cllrs wishing to stand again.

- 5.12 Public Speaking Time - Cllr Burnham advised that the rubbish left at 65 Tilford Road had now been removed. The allotment adjacent the play park had been tidied by Allotment Association members Paul Bateman and Dave Carless. Gedling Borough Council had litter picked the forestry area immediately behind the bus stop. A letter had been sent to Gedling Homes re 23 Tilford Road but no reply had yet been received. The Clerk also explained the position in relation to bonfires where a fire had been left smouldering on an allotment for many hours.

The meeting then closed to allow members of the public to bring up various matters

No members of the public wished to raise any matters

Meeting re-opened

6. Finance

6.1 Receipts and Payments for April 2015

Receipts.

£305	Graham Ward Funeral Director - New interment
£200	Resident - Pre-purchase of burial Plot
£1.91	Interest on Deposit Account to 5.1.15
£1.91	Interest on Deposit Account to 5.2.15
£1.72	Interest on Deposit Account to 5.3.15

Cheques for approval at this meeting

100174	Newstead PCC	£100.00	Donation towards Easter Fayre as agreed.
100175	Mr P Burnham	£5.85	Mileage to Police Meeting
100176	Newstead Centre	£45.00	Cost of room hire for March Council meeting
100177	Clarke's Cemetery Services	£65.00	New interment in Newstead Cemetery
100178	Mrs P Wise	£15.00	Chairman's allowance (March)
100179	Mrs J Johnson	£304.43	Clerks Wages (March)
100180	HMRC	£6.60	NI on Clerks wages from 1.1.2015-31.3.2015
100181	Notts County Council	£65.55	Pension Contributions for Clerk (March)
100182	Mrs J Johnson	£27.84	Clerk's expenses Postage/Other
			16.44
			Tel/Broadband
			6.00
			Mobile Calls
			Nil
			Mileage
			<u>5.40</u>
			Total
			<u>27.84</u>

Cllrs approved the payments as outlined

6.2 Grants Requests Received by the Parish Council

Garden Competition - The Parish Council had been asked what level of support it was prepared to offer towards the competition. Cllrs agreed to sponsor the competition based on the same amount as agreed in the previous financial year. NB £100 agreed previously. -

6.3 To Appoint an Internal Auditor

Information had now been received from Grant Thornton that an external audit of the Council's accounts would take place on 22 June. As part of this process it would be necessary for the Council to carry out an internal audit of the 2014/2015 accounts. Mr John Price had been appointed previously as the internal auditor for the Council. Cllrs agreed he could again be appointed to carry out audit where his usual fee for carrying out this work is £150.

The Clerk also advised that as from July 2015, a new transparency codes for parish councils would become effective. This would require publication of all payments over £100, the agendas for all Council meetings to be published online, minutes of meetings to be published within one month from the date of that meeting, plus a number of other requirements.

7. **The Lengthsman's Scheme**

The Clerk explained that a meeting had been called with the lengthsman where he had advised that work had been completed in January re cutting back shrubs on Station Ave, but no material difference had been noted in the area concerned. This meeting had been attended by the Clerk and Cllr Burnham. The misunderstanding had arisen where no cutting back of shrubs had been undertaken on Station Ave leading up to Vicarage Corner, which also included an overgrown gorse bush on the corner. The lengthsman advised substantial work had been undertaken by cutting back overhanging tree branches after Vicarage Corner and up to the Abbey entrance and it was evident from the sawn branches noted that this was the case. As a result of the meeting, further work would now be undertaken on that part of the road leading up to Vicarage Corner. In addition further work had been agreed with the lengthsman in order to use up the allocated hours and which included the following: -

- Hucknall Road - To remove weeds and overgrowth on barb wire fence skirting the forest opposite the junction with Tilford Road in order to improve visibility around this corner and to re-stain the public bench adjacent to the Cemetery Car Park.
- Service Road to Chapel Terrace - To strim back brambles overlapping the existing retaining wall and remove brambles currently growing through metal railings surrounding Central Rewinds.
- Cemetery - Paint main gates and pedestrian entrance gate black and gold as existing, fix 'No Parking' sign to pillar adjacent the main gates, paint the wooden bollards outside entrance black with white tops (so more easily seen) and paint notice board.
- Newstead Wildlife Meadow - Re-stain existing wooden benches

Taking into consideration the additional work that had been agreed, the Clerk advised that some 49 hours now remained on this scheme. It was agreed the Council would fund the lengthsman for the materials required to undertake the work e.g paint.

Cllr Gascoigne confirmed that the lengthsman had now cut back the shrubs on Station Ave but had noted that some cuttings had been left on the grass verge. It was noted this was probably as a result of gusty conditions when the work was undertaken as previously all cuttings had been disposed of by the lengthsman. Cllrs approved the work as outlined with Cllr Adams suggesting the lengthsman could be used to help put back an existing gate on Pocket Park where this had been damaged. Cllr Young also suggested the lengthsman could look to cut back some of the brambles on the grassed area between the Robin Hood Line and Station Ave.

Finally it was noted the grass verge on Station Road was also looking overgrown. Clerk to ask Anthony Clarke to cut this grass which is now part of the grounds maintenance contract agreed with him but which did not come into force until today.

8. **Skate Board Park** - This had been put back on the agenda at the request of the Chairman where she felt that some of the reserves could perhaps be used to enhance this area. Cllr Burnham confirmed that during the above meeting with the lengthsman, a visit had been made to the park to see whether there was any action that could be taken by the lengthsman to improve the flooding experienced on part of the skate ramp. Essentially part of the half ramp was below existing ground levels where excess water from the surrounding grassed area accumulates. It was felt a retaining wall between the tarmac and grassed area may prevent the equipment being flooded, although the Chairman was not convinced that a wall would resolve the problems. It was agreed that the Parish Council should take further advice on this matter and the Clerk

to consult with Gedling Borough Council to find the best solutions to address this problem and, if agreed, would obtain quotes for a wall.

9. **Procedural Issues for May Election/Policy for Election of Chair** - Following requests by several Cllrs, it was agreed that election of the Chair at the forthcoming AGM of the new council would be held by secret ballot.
10. **Matters concerning Newstead Village**
- 10.1 **Station Hotel** - Following apparent activity at the Station Hotel including a large bonfire, the Police had been alerted to possible criminal damage at the Hotel. When Police attended the scene they found the owner of the premises who confirmed that much damage had been caused over the past few months to the building. During subsequent conversations with the owner it was reported that the brewery did in fact own all of the car park to the Newstead Centre, which in turn had been leased to the Centre. The Chairman confirmed that a 99 year lease had been agreed and an approach had been made by the brewery to terminate the agreement. The matter had been placed in the hands of CISWO and she was not aware of current developments. It was noted that the subject of the Station Hotel was discussed at a recent meeting of New Future Newstead and it was agreed that enquiries be made through them to see whether they were aware of any further developments regarding this site. Cllr Adams felt there were many good reasons why this site should not be built on.
- 10.2 **Speed Humps on Musters Road** - It was reported by Cllr Adams that speed hump signs on Musters Road had been turned some 180 degrees by vandals and no longer faced in the right direction. Resolved the matter be reported to Highways.
- 10.3 **Land on Fraser Street** - Cllr Young reported that this land had been successfully sold at auction.
- 11 **Matters concerning Newstead Abbey Park.**
- 11.1 **High Leys Road** - Cllr Blood reported that there had been an incident of flytipping on High Leys Road close to the public footpath into adjacent wood land. This comprised a number of black bags containing domestic junk and an old settee and chairs. Clerk to report to Gedling Borough Council.
- 11.2 **Fly Tipping on Vicarage Corner** - Cllr Gascoigne confirmed that the tipping of a vast number of old car parts previously reported had now been cleared. A substantial amount of rubbish had been dumped and investigations of the rubbish had been undertaken to identify the persons responsible.
- 11.3 **Trees on Abbey Drive** - Cllr Gascoigne reported that brash was currently being removed from trees lining Abbey Drive which overall would look much improved. However a number of branches had been left in situ which were currently being thrown around. He understood a contract for the work had been agreed with CAST, who were currently trying to source a wood chipper to dispose of the waste. It was agreed that Cllr Young would speak to the Abbey regarding this issue to see what agreement had been reached with CAST. If paid to carry out this work, then disposal of brash should be undertaken as a matter of priority.
12. **Correspondence**
- The following items of correspondence were specifically discussed by the Council.
- 12.1 **Minutes of New Future Newstead Meeting - 17th March**
- These had been circulated to members. Cllr Burnham advised he had objected to some of the comments made in the minutes relating to the Parish Council and had responded directly on these. It was agreed a copy of his response would be circulated to all other Council members. Cllr Adams felt it was important to know what issues the Parish Council were not felt to be addressing and suggested that greater contact be made with Future Newstead to ascertain what the Council were not doing. It was understood Cllr Burnham's response would be discussed at the next meeting of New Future Newstead which would take place on 12th May at 7pm at the Newstead Centre.

12.2 Off Road Bikers - A local resident had complained about the actions of a large number of off road bikers which she had encountered whilst dog walking in Newstead and Annesley forest and had asked if the Parish Council would write to the Forestry Commission requesting they install signs stating 'no bikes'. Whilst Cllrs sympathised with the problems experienced, it was felt that signs would be ineffective as there was virtually unlimited access to the forest and any signs would simply be ignored. The best course of action was that members of the public continued to report problems using the 101 number, where subject to enough complaints being received, resources such as the Police off Road Team would be diverted to this area.

13. Planning Applications

None received

14. Matters Concerning the Cemetery

None

15. Reports from External Meetings

Police Meeting - Cllr Burnham confirmed that he had attended a Police and Parishes meeting at Ravenshead Leisure Centre on 10 March. Although unable to attend Pc Kylie Westlake had sent a report which confirmed she had received numerous reports of off-road bikes in the woods, the country park and Abbey Park. The advice that continues to be offered was for members of public to keep reporting all such incidents to the Police using the 101 number. Following this meeting Cllr Burnham had also spoken to one of the PCSO's who advised the Police were trying to set up a meeting with the Forestry Commission, with an invite to this meeting extended to the Parish Council. Subsequent conversations with the Police confirmed that the problems are not confined simply to Newstead as the bikers ride between Newstead and Annesley and through the woods as far as Felley, Underwood and Moorgreen. An officer in Kirkby is also trying to get the Police off-road team in situ as soon as possible. Cllr Burnham again stressed it was imperative the public keep reporting bikes as soon as seen or heard.

16. Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 13th May following elections.

For the next item, the Council resolved to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 7, where this item relates to information relating to the prevention of crime.

17. Security Measures for the Cemetery

The Council discussed the possibility of CCTV in the cemetery car park.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 13 May 2015

1. **Welcome to the New Council and Introductions**

Cllr D Adams as the retiring Vice Chair welcomed the new members of the Parish Council and introductions were made around the table. She also thanked Emma Astill and the youth centre members who had baked a cake in honour of the new Council.

2. **Present:** Cllrs: Mrs D Adams, Mr C Bicknell, Mrs P Blood, Mr C Bullivant, Mr P Burnham, Mr S Gascoigne, Miss H Scott, Ms J Smith and Mrs P Young.

Also present were Emma Astill, Youth Worker, Notts County Council and 2 members from the Youth Centre, three parishioners and Cllr Bruce Andrews and Mrs P Andrews.

3. **Apologies for absence:** Apologies were noted from County Cllr Mr C Barnfather

4. **Election of the Chair**

The Vice Chairman of the Council sought nominations from Councillors for the position of Chair. Councillor Young was proposed by Cllr Adams and seconded by Cllr Gascoigne. Cllr Bicknell was proposed by Cllr Smith and seconded by Helen Scott. The Clerk advised that if more than one nomination for Chair were received, the Council had previously agreed to resolve this issue by means of a secret written ballot. Slips of paper were then handed to Councillors in which they had to write the name of their favoured candidate. These were collected by the Clerk and the number of votes to each candidate were counted in the presence of a member of the audience. Cllr Pam Young received the highest number of votes and was duly elected as the Chairman of the Council for the ensuing year. The Declaration of Office was then signed by the new Chairman in the presence of the Proper Officer of the Council.

5. **Election of the Vice Chair**

Councillor Bicknell was proposed by Cllr Scott and seconded by Cllr Smith. Cllr Bullivant proposed Cllr Adams for Vice Chair, seconded by Cllr Blood. Again this matter was resolved by a written ballot with Cllr Adams receiving the highest number of votes and was duly elected as the Vice Chairman of the Council. The Declaration of Office was then signed by the new Vice-Chairman in the presence of the Proper Officer of the Council

6. **Declaration of Office**

All remaining Cllrs were asked to sign their 'Declaration of Office' in the presence of the Proper Officer of the Council. The Clerk also drew attention to the Register of Interest forms which would need to be completed and returned by all members of the Council to the Monitoring Officer at Gedling Borough Council within 28 days of the election. It was agreed these would be completed at the end of the meeting.

Prior to the next item, the new Chairman of the Council, Mrs P Young, said she would like to pay tribute to the previous Chairman of the Council, Mrs P A Wise, who had served on the Council for many years and had served with the best interest of the village in heart. She also thanked the other outgoing councillors Miss Halliwell, Ms Crouch and Mrs Booth. In addition, she also expressed her thanks to Mrs Patricia Andrews for her 8 years service as the Ward Councillor for Newstead and for her contribution to the many causes throughout this time.

For the benefit of new Cllrs, the Chairman also explained origins and powers of Parish Councils and useful guidance in the form of 'The New Councillors Guide' which could be downloaded from the N.A.L.C website

7. Council Representatives on other bodies.

The following representatives for 2015/2016 were agreed: -

Cemetery Committee - Cllrs Bicknell, Burnham, Scott and Young.

New Future Newstead Committee - Cllrs Smith, Scott, Bicknell, and P Burnham. NB Cllr Scott advised that this organisation would revert back to its former name of Future Newstead.

Newstead Wildlife Meadow - Cllrs Burnham, Smith and Young plus one resident Mr Paul Bini

The Youth Centre - Cllrs Bicknell, Blood, Bullivant and Young.

Newstead Children and Young People's Group - Cllrs Bicknell and Young.

Police and Parish Meetings - It was agreed that any member of the Council would be eligible attend these meetings as and when they were called.

Newstead PTA - Cllr Bicknell.

Newstead Abbey Partnership - Cllr P Young would act as the Council's representative on this partnership. _

Lengthsmans Scheme - The Clerk was pleased to report that this scheme would continue to operate for a further year and it was agreed that the Chairman and Clerk could represent the Council on any meetings in connection with this scheme.

It was previously resolved that all members attending external meetings on behalf of the Council should report back to the Council on that meeting and any minutes taken should be circulated to all Councillors for information.

8 To Agree Dates of Future Meetings

These were agreed as per the list circulated with the agenda with the exception of November when the meeting would be moved forward by one week to avoid bonfire night.

9. To Agree an Allowance for the Chairman

It was explained by the Clerk that it was custom for the Chairman to be awarded a small sum to offset the increased cost of holding this office in respect of phone charges and expenses. A discussion ensued on whether the existing allowance of £15 per month was necessary in view of new broadband contracts in which telephone calls were all inclusive. Cllr Young confirmed that the amount of telephone calls were considerable and were not reflected in her Broadband package. It was proposed by Cllr Adams and seconded by Cllr Burnham that the allowance for the Chairman should continue at the same rate as last year i.e. £15 per month and this was agreed by other Cllrs present.

10 Declarations of Personal & Prejudicial Interest: There were no declarations of interest.

11. Approval of the Minutes

Annual Parish Minutes - It was proposed and seconded that the minutes be approved as a true record and this was agreed.

Council Meeting - 1st April - Subject to the following corrections; that under agenda item 7 - the minutes to read 'The lengthsmen had now cut the shrubs back on Station Ave - not Station Road as shown' and that under item 10.2 to read 'the speed hump signs had been turned some 180 degrees by vandals' - it was proposed and seconded that the minutes be approved as a true record and this was agreed.

12. Matters Arising from the Minutes

Annual Parish Meeting - 1 April

There were no matters arising

Council Meeting - 2nd April

- 12.1 Highways/Flooding Issues - It was stressed that the Council had been advised that photographs of the flooding on Hucknall Road were required by Highways before further action could be taken.
- 12.2 Abbey Street/Bryon Street Signs - These had now been ordered and should be fitted shortly.
- 12.3 Potholes on Station Ave - The Chairman reported that a further section of Abbey Drive/Station Ave will be resurfaced on the 21st May and will be the section of road from Poets Corner to 100 yards past West Lodge., Work is expected to take approximately one day.
- 12.3 Bus Stop/Shelter opposite Musters Road - The hole in the pavement under this shelter has now been repaired.
- 12.4 Public Speaking Time - No response had yet been received from Gedling Homes in regard to 23 Tilford Road. Cllr Burnham advised the person to whom the matter was referred had been off on sick leave but had now returned and this matter would be raised at the next Gedling Homes meeting.
- 12.5 Station Hotel - Cllr Young advised that following on from the information given in relation to the lease agreement, she had been informed this may no longer be valid as it was taken out by the former Miners Welfare. Cllr Adams understood that the site could only be developed if access issues resolved. The Clerk advised that whilst the Parish Council is not in a position to obtain details of what was a confidential and private transaction between two parties, the Council could at least write to CISWO advising they were much against any decision to terminate the existing lease for the car park. It was agreed a similar letter could also be sent by Future Newstead, although Cllr Bicknell stated he would be against the development without infrastructure improvements. The Clerk reminded the Council that developers should now hold up front consultation on any major applications before submission of a planning application for a site. A discussion ensued as to what was happening to the existing public house, where it was understood the cost of renovation was likely to be prohibitive. It was also understood that Oakwell Brewery had now disposed of all pubs within its control and the identity of the new owner was unknown. The following was agreed
- a) The Clerk to establish from enquiries with Land Registry the new owners of the Public house
 - b) A letter to be sent to CISWO stating that the Parish Council did not support any decision by CISWO to terminate the original lease agreement in respect of the car park.
 - c) To ascertain from Gedling Planners whether talks on the development of the site were currently ongoing.
- 12.6 Trees on Abbey Drive - The Chairman confirmed the brash had been removed. CAST has a contract to carry out some work for the Abbey in exchange for fishing rights. Cllr Gascoigne also requested if it was possible for the lengthsman to trim overhanging branches on a tree on the approach to Vicarage Corner coming from the direction of the Abbey
- 12.7 Police Meeting - During campaigning Cllr Burnham advised that activity by off road bikers was the biggest single concern residents reported. It is understand that the Police will be deploying trail bikes to catch offenders. He also spoke of active surveillance carried out by the Police in areas affected by this problem where he had spoken to officers in the cemetery car park who were watching/following a van suspected of dropping off bikers to ride in the woods. It was noted that the gate to Pocket Park had yet to be replaced. Cllr Burnham advised he hoped to arrange a meeting between the Police, Parish Council and Forestry Commission, where it was noted many paths through the woods had been made impassable following churning by bikes. Cllr Burnham confirmed although there were no official 'rights of way' through Forestry Commission land, there were a number of permissive paths through the same. Cllr Scott advised there had been an approach by an individual looking to use part of the country park as an off road bike track and that Newstead Enterprises would always listen to any suggestions regarding the use of the land.

The meeting then closed to allow members of the public to bring up various matters

Cllr Bruce Andrews had been asked to pass on apologies from Cllr C Barnfather currently attending a meeting of Papplewick Parish Council. He also welcomed new Councillors and felt they had made an excellent start. A new vicar has been appointed and he hoped the council would now make contact with him. He also noted that one of the new councillors was a member of the PTA, so contact would be strengthened with the school. He

also made reference that Newstead Centre needs help and support and wished the Council the best over the next four years.

A faulty street lamp No 4 on Tilford Road was reported by a resident.

Paul Bateman noted that if the car park to the Newstead Centre is sold this will undermine attempts to increase use of the centre. He also queried what work the Council had undertaken on the planters on Station Road as he also put in much of his own time to keep the planters looking good. The Clerk confirmed that as from the 1st April the grass verge and planters on Station Road were now included within the Council's grounds maintenance contract.

Cllr Bicknell said he was happy to help cut down the overgrown brambles and weeds in the area of land directly behind the Bowling Green and gardens of homes on Webb Street provided permission could be ascertained from the Bowling Club to get access to this area.

Meeting reopened

13. Accounts

Receipts and Payments for May 2015

Receipts.

£14,652.00	Gedling Borough Council - Annual Precept
£ 3,886.00	Gedling Borough Council - Grant to offset Local Council tax
£515.00	Graham Ward Funeral Services - Burial Charges for interment on 8 May
£264.64	HMRC - Vat reclaimed on all expenses over last financial year.

Cheques for approval at this meeting

100094	Naturescape	£141.60	Cost of wildlife plugs planted in Newstead Wildlife Meadow.
100183	Mrs P Young	£47.70	Mileage charge for two trips to Naturescape to first order and then collect wildlife plugs 106 miles @45p per mile.
100184	Newstead Centre	£45.00	Cost of room hire for April Council meeting
100185	Clarke's Cemetery Services	£215.00	New interment in Newstead Cemetery
100186	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during April
100187	Mrs P Wise	£15.00	Chairman's allowance (April)
100188	Mrs J Johnson	£304.43	Clerks Wages (April)
100189	Notts County Council	£65.55	Pension Contributions for Clerk (April)
100190	Mrs J Johnson	£26.93	Clerk's expenses (April)
			Postage/Other 17.78
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage <u>3.15</u>
			Total <u>26.93</u>
100191	Mr P Newman (lengthsman)	£69.00	Paint/Woodstain and other sundries required for work carried out as agreed.

The Clerk advised that all invoices were brought to Council meetings and were available for Cllrs to view along with the petty cash book. Cllrs then agreed the accounts as presented and cheques signed.

b) To Agree Additional Cheque Signatories - It was explained by the Clerk that under previous banking arrangements agreed by the Council, a total of five councillors were able to sign cheques on behalf of the Council, with any two councillors required to sign each cheque. As a result of the elections, only

three signatories now remained and these were Cllr Burnham, Cllr Gascoigne and Cllr Young. Agreement was therefore sought for the appointment of two further signatories and also to ratify continuation of the existing signatories. Cllrs Smith and Bicknell volunteered to be a signatories and this was agreed by the other councillors and it was also agreed that the existing signatories should remain. A bank mandate was subsequently completed by all five signatories.

c) Insurance - The Clerk explained she would like delegated authority from the Council to arrange revised insurance cover for the Parish Council should a more competitive quote be received prior to renewal date of the 1st June. The current renewal quote is for £1,152.86 (which is the same as last year) for a one year contract, or if entering into a new three year agreement will be £1097.25, where a 5% discount is given. This course of action was agreed by the Council.

14 Matters concerning Newstead Village

14.1 Japanese Knotweed - A request had been received from resident Sharon Herriot who had drawn attention to several areas in the village now affected by Japanese Knotweed including the playing field, part of the woodland near Vicarage Corner, the house on top of Fraser Street and in woods at the back of her home. In addition Cllr Burnham drew attention to Japanese Knotweed which had taken hold in the Newstead Community Wildlife Meadow having spread from the adjacent field. A quote had been obtained from Jonathon Rhodes at a cost of £90 per treatment to kill the plant by injection. Up to three visits may be required, if treatment was not successful at the outset. Cllrs approved this costs where it was also agreed to write to the adjacent landowner to treat the field at the same time. The Clerk also confirmed she had forwarded the complaint of knotweed on the sports field to Gedling Borough Council to ask them to treat.

14.2 Police Response - Cllr Burnham advised that on Election Day, a fight had broken out in the village where there was potential for serious harm. Three Police Officers attended the scene, but according to rumour sweeping the village, nothing had been done. Cllr Burnham felt it was important to state that no action had been taken as none of the parties concerned had or would make an official complaint.

15 Matters concerning Newstead Abbey Park.

15.1 High Leys Road - Cllr Blood reported that a number of motorists were parking on the pavement on High Leys Road in the vicinity of the public footpath into the woodlands. This meant that persons with pushchairs were forced onto the road and yellow no parking lines were requested. The discussion turned to whether there was a notice board in the vicinity on which a notice could be posted. Cllr Blood advised residents had previously been asked if they wished a notice board on this road and they did not. One suggestion to increase information available to residents in the Abbey Ward was include information on the existing notice board within Newstead Abbey Park, or if this is not possible move the existing notice board situated at rear gated entrance to the park more towards the centre of the Park. It was agreed that Cllr Young would take up this matter with Abbey staff. The Clerk is also to liaise with authorities responsible for parking.

15.2 Station Ave - Cllr Gascoigne asked if it was possible to have a sign installed on the verge just after the level crossing on Station Road to read 'No Vehicle Access to Newstead Abbey' and also reinstate the 'No Parking' signs on this road. It was also suggested that Jonathon Rhodes be approached to quote for the cutting back of brambles on the verge close to Vicarage Corner. New Councillors also sought clarification on access to the Abbey where Cllr Gascoigne thought it was possible to request a pass from the Newstead Abbey staff. The Chairman did not believe this was the case but would seek clarification from the Abbey Staff regarding access to the Abbey from the Newstead village side.

16. Correspondence.

Other than items discussed elsewhere in the meeting, no other items of correspondence was discussed due to time pressures.

17. Training Sessions

Dates of training sessions for new Cllrs by NALC were given verbally at a cost of £25 per Council and this would be open to new or existing members of the Council as a refresher. It was agreed these details would be emailed to all Cllrs following the meeting. The Clerk advised that she would also be prepared to speak on matters relating to the Council and this could be held half an hour prior to the main Council meeting. As a number of Cllrs would not be present for the June meeting it was agreed this would be delayed until the July meeting whereby a training session would begin at 7pm on Wednesday 1st July.

18. Planning Applications.

Details were circulated relating to the following application:

2015/0058 - Newstead Youth Club, Tilford Road, Newstead (To install lights on the Multi Use Games Area)

Following discussions these plans were approved subject to any lights being turned off no later than 9pm.

Also included under this heading, concern had been raised over continued building works at West Lodge, Newstead Abbey Park which appeared designed to link the existing dwelling to the outbuilding and for which no planning permission had been received. Information on the work had been passed to the enforcement officer at Gedling Borough Council (details known), but to date no response had been received.

The Council agreed to write to the Head of Planning on this matter as to what action was being taken.

19. Matters Concerning the Cemetery

None reported

20. Reports from External Meetings

Cllr Scott reported on the recent Future Newstead meeting and read from the minutes of that meeting. Sharon Herriot has been elected as the Chair of Future Newstead. The treasurer explained difficulties in opening a new bank account. Subjects also included; updating of the village map, a village newsletter, the need to support local businesses/tradespersons, and the purpose of Future Newstead.

21. Items the Chairman considers urgent

The Chairman advised it was the custom of the Council to buy a small gift for departing Councillors in recognition of their services to the community over the years served. In respect of Mrs P A Wise who had been the Chairman of the Council for many years a gift voucher for the sum of £50 was agreed. In respect of the other councillors, it was agreed that a banquet of flowers would be presented. A sum of £15 was agreed in respect of each banquet to be ordered from Bunches Florapost.

22. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 3 June at 7.30pm.

For the next item, the Council resolved to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 7, where this item relates to information relating to prevention of crime.

23. Security Measures on Cemetery Car Park
Installation of CCTV was discussed.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 3 June 2015

1. **Present:** Cllrs: Mrs P Young (Chairman) Mr C Bicknell, Mrs B Blood, Mr C Bullivant, Mr P Burnham, Mr S Gascoigne and Ms J Smith.

Also present were two parishioners.

2. **Apologies for absence:** Apologies were noted from Cllrs Mrs D Adams and Miss H Scott. Also from County Cllr Mr C Barnfather and Ward Cllrs Mr B Andrews and Mr C Powell.

3. **Declaration of Personal and Prejudicial Interests**

No interests were declared by Cllrs.

4. **Approval of the Minutes**

Council Meeting - 13 May 2015 - Subject to the following corrections; that under agenda item 2 - the minutes to read 'Mrs B Blood', under item 4 to read 'seconded by Cllr H Scott, item 13 under cheque no 100094 - to read 'Cost of wildlife plugs planted in Newstead Old Cemetery' and with the following omission that under final item a suggestion to make the cemetery car park 'disabled access only' was not agreed. With these corrections noted it was proposed and seconded that the minutes be approved as a true record and this was agreed.

5. **Matters Arising from the Minutes**

- 5.1 **Highways** - The Chairman thanked all Cllrs who took pictures of the flooding. These will be passed to Highways to provide evidence of the flooding in question and location.
- 5.2 **Abbey Street/Bryon Signs** - One of the Abbey/Byron Street signs has now been replaced along with the sign opposite Cornerstone House denoting names of the terraces. More new signs will follow.
- 5.3 **23 Tilford Road** - The Clerk confirmed that still no response had been received. Cllr Burnham advised that no meetings of Gedling Homes had taken place since the last council meeting but this item would be raised at the next meeting he attended
- 5.4 **Station Hotel** - The Clerk has spoken to Gedling Borough who have confirmed they were in talks with developers. As such she has asked if there was a way the Parish Council could become involved in these discussions and she is presently awaiting a call back from Alison Gibson, Local Plans Manager. Cllr Smith asked whether it was worth looking to register the Car Park and Newstead Centre as a community asset under the 2011 Localism Act. It was noted that some roof soffits, building rubbles and window frames had been dumped in the entrance to the field and the Clerk will report this to Gedling Borough Council. Whether this will be removed is another matter as waste dumped on private land is usually the responsibility of the land owner to remove.
- 5.5 **Police Meeting/ Bikes** - An email had been received from Liam Russell on behalf of Newstead Enterprise who advised categorically there were no plans for an off road bike course on the country park. Cllr Gascoigne advised he had also reported bikers on land behind his home. Cllr Bullivant felt activity by bikers had declined in recent weeks. It was noted that the pedestrian gate into the cricket field had

been removed allowing easier access to the sports field. It was agreed this would be reported to Gedling Borough Council. The advice to keep reporting incidents via the 101 number was reiterated. Cllr Burnham commented that the Police were currently fielding up to 16 calls a day regarding off road bikers.

- 5.6 Public Speaking - The Clerk confirmed she had spoken to the Newstead Centre who have given permission for access to carry out the work to the area of land behind the Bowls Club. The Secretary of the Bowls Club is delighted that someone will tidy this area and the Bowls Club may be able to help re disposal of waste. Cllr Bicknell advised since the last meeting he had now taken a closer look at this area and realised that it was so narrow as to impede access into the site.
- 5.7 Accounts - An internal audit of the accounts for 2014/15 had been carried out. There were no recommendations arising from this audit.
- 5.8 Insurance - This was renewed with the Zurich at a substantial saving by the Council. The cost of renewing this policy has decreased from £1097.25 to £615.74 for a three year agreement. Councillors were pleased at the cost savings achieved.
- 5.9 Japanese Knotweed - The Clerk advised the following action had been taken
- a) Letter sent to Marshall Farms re knotweed in the field adjacent the Newstead Wildflower Meadow - Confirmation now received that they will treat the knotweed as appropriate.
 - b) Knotweed on Sports Playing Field - This has been discussed with Gedling Borough Council's Parks Officer Kevin McGuinness who advised that due to the extent of area affected by knotweed and the cost of treatment, the area affected will be split into three and treated over a three year period. The Clerk explained that in Year 1 the first area will be treated. In Year 2 the second area will be treated and should any knotweed still remain in area 1, this will be retreated at the same time. In year 3, the third area will be treated along with any knotweed remaining in areas 1 & 2. Gedling Borough Council has also agreed to cut back the overgrowth on Station Ave between the railway line and Station Ave after the mowed section. The Clerk also advised that during the current financial year £50k had been shaved off Gedling's budget towards the upkeep of parks, whilst next year the reduction would be £250K.
 - c) As agreed Jonathon Rhodes was instructed to treat knotweed in Newstead Wildlife Meadow and treatment is currently underway.
- 5.10 High Leys Road - The Clerk advised that no action had been taken as yet. Cllr Smith confirmed she had spoken to Pip Bateman who leads the Nordic walkers each week into Priory Woods from High Leys Road and who will speak to her class not to park on the pavements in future
- 5.11 Station Ave - P Young had enquired about the cost of a sign from the Abbey and use of existing notice board to post notices and cost of sign for 'No vehicle access to Newstead Abbey Park'. Also the Chairman also clarified the advice received regarding access to this site and read from an email received from Rachael Dewsbury, Manager at the Abbey which advised
- 'Newstead Abbey is an historic site with a private road. It is a chargeable tourist attraction which requires a contribution through admission charges for the continuing maintenance and upkeep of the site. The road is accessible to residents of Newstead Abbey estate and authorities who require access only e.g. police, fire, pastors, resident associations, doctors etc. We cannot allow access to anyone other than these persons mentioned above'.*
- Cllr Smith asked whether existing residents of Newstead Abbey Park contributed towards the upkeep of Station Ave. Cllr Young advised that most of wear was not caused by existing residents but farm vehicles especially those connected with sugar beet and also persons visiting the delivery stables. Cllr Gascoigne also confirmed that several years ago the City Council waived the requirement for residents to pay for drive repairs by requesting a one off payment of a single lump sum equivalent to approx ten times the amount paid annually in return for no further contributions. Since that time the Nottingham City Council has not maintained the drive but is now working to resurface this in sections. Flooding problems on Station Road around 'The Granary' had now been rectified.
- 5.12 Training Sessions - These have now been booked with Cllrs Bicknell, Gascoigne and Young to attend the session to be held at Nuthall.

- 5.13 Security Measures for Cemetery - Steven Scott of Gee Security informed no action to be taken at present. Further flytipping was reported in the cemetery car park.

The meeting then closed to allow members of the public to bring up various matters

No members of the public wished to raise any matters

Meeting reopened

6. Accounts

i) Receipts and Payments for June 2015

Receipts.

£225 New interment in Newstead Cemetery

Cheques for approval at this meeting

100192	Zurich Municipal	£615.74	Combined insurance policy for Council
100193	Newstead Centre	£45.00	Cost of room hire for May Council meeting
100194	Notts A. L C.	£75.00	New Cllrs training session by NALC x 3
100195	C J Price	£150.00	Cost of internal audit
100196	R P Milliken	£193.97	Cost of renewing Newstead web site for next three years
100197	Clarke's Cemetery Services	£450.00	Burial charges for two new interments in Newstead cemetery.
100198	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during May
100199	Mrs P Young	£15.00	Chairman's allowance (May)
100200	Mrs J Johnson	£304.43	Clerks Wages (May)
100201	Notts County Council	£65.55	Pension Contributions for Clerk (May)
100202	Mrs J Johnson	£39.01	Clerk's expenses (May)
			Postage/Other 35.86
			Tel/Broadband 6.00*
			Mobile Calls Nil
			Mileage <u>3.15</u>
			Total <u>45.01</u>

NB The cost of broadband for May was not refunded as part of the expenses of the Clerk and will be included within July's total

ii) To Consider Recommendation Arising from the Audit

The Clerk advised that no recommendation arose from the audit of the Council's 2014/2015 accounts on which an unqualified opinion was given.

iii) To Approve the Accounts of the Council for 2014/2015

A copy of the report on the accounts had been emailed to Cllrs prior to the meeting. Additional income had been received from the cemetery services provided by the Council. The Clerk advised more burials meant less time to complete other work for the Council within the hours paid. A number of additional hours had been worked by the Clerk in order to keep things running, although it was felt the number of hours required each week would settle down. It was agreed that the Clerk should make a note of the additional hours worked and that a one off payment could be considered for these hours. Whilst no further questions were asked regarding individual items of expenditure a discussion ensued on what were the appropriate level of reserves

that the Parish Council should retain. As a rule of thumb the Clerk advised the Council should retain reserves roughly equivalent to the level of precept. She also confirmed the Parish Council had previously earmarked £40k towards the extension of the new cemetery, although she was not aware of any costings within the parish records to support why this amount had been chosen. She advised it was the prerogative of the new Council to decide whether the extension of the existing cemetery remained the priority or whether funds be allocated elsewhere. It was further agreed this matter was one to be discussed by the Cemetery Committee taking into consideration the remaining availability in the existing cemetery.

With this noted Cllrs approved the accounts for 2014/2015.

- iv) **To sign the Annual Return** - Having been satisfied that the Parish Council have addressed the matters as outlined in Section 2 of the Annual Return, the Chairman signed the Annual Return on behalf of the Council.
- (v) **Grant Awards**
Newstead PCC - A grant request had been received by the Parish Council from Newstead PCC for a contribution towards the cost of holding the annual Summer Fayre. It was explained that Newstead PCC had received various grants from the Council which had contributed to the Easter, Summer and Christmas Fayres held by the PCC and that the amount requested represented a significant amount of the Council's budget available for donations to local groups. Concern was expressed that monies raised in any one fundraising event did not appear to be used towards expenses incurred by the next event where it was noted that over £800 had been raised by the Christmas Fayre.. Cllrs felt that more information should be provided before a further grant was considered such as the total cost of the event along with more detailed breakdown of these costs. Also whether any other individual/organisation has been approached for grants to this event. Clerk to request this additional information.

7. **The Lengthsman Scheme**

It was explained this item is included as a regular item on the agenda so that Cllrs could pass on any suggestions of work to be undertaken by the lengthsman. It was explained that the Parish Council was part of the scheme with four other Parish Councils and that Newstead had been allocated 13 hours of work each month from the lengthsman whose time has already been paid for by a grant received from Notts County Council. Cllr P Burnham asked if the lengthman could again remove the overgrowth around the wire fence on Forestry Commission land opposite the junction between Hucknall Road and Tilford Road in order to improve visibility on the bend. This was agreed.

8. **Matters concerning Newstead Village**

8.1 **Newsletter**

The Chairman advised this item had been put on the agenda following discussion with a number of new Cllrs and her own recent campaigning which highlighted the need to keep parishioners informed of what was happening in the Parish. Discussions ensued as to whether a newsletter should just be from the Parish Council, or an amalgamated newsletter from all groups in the parish and whether circulation of the newsletter should be to village residents only or distributed across the wider parish. Details were also required on the costs of producing a newsletter, the number of copies to be produced and means of distribution. The Chairman felt that any newsletter should be parish wide and perhaps include an annual summary of what the Parish Council has achieved. There was also the question of who would pull together the newsletter, write articles, instruct the print company, etc, all which was felt would require a number of volunteers.

Pat Harvey, one of the parishioners attending the meeting, advised that she had previously been the editor of the village newsletter for six years before her role was taken over by Paul Bateman. She advised the

main problem was lack of articles for the newsletter. Many groups would promise items for the newsletter but these were never received and she often had to chase round for these. It was agreed that more research on this matter was required and Cllr Bicknell would make some further enquiries on this matter.

- 8.2 **Skateboard Park** The Clerk advised she had met with Kevin McGuinness and Terry Ball, Parks and Street Care Officers at Gedling Borough Council at the site. Problems caused by water collecting at the foot of the skate park ramp were discussed. Mr McGuinness confirmed it would be possible to install drainage in the area affected with the run off to be collected in an area just before the established trees adjacent to Tilford Road. This area would also need to be planted with shrubs to absorb the excess water drained from the hard standing at the foot of the skate ramp. It was agreed that Mr McGuinness would speak with the drainage engineer at Gedling to devise a suitable scheme for draining this area. The Clerk also discussed the possibility of painting the existing equipment as this now looked drab and permission was granted by the Borough Council to paint the equipment. The use of a graffiti artist was also discussed but it was emphasised whatever was agreed would need to be undertaken in conjunction with local youngsters. It was also agreed that if the Parish Council did purchase the paint required to carry out this work, any spare paint could then be used to paint the play equipment on the small play park off Tilford Road (also owned by Gedling BC). It was suggested the Youth Club may themselves like to take part in painting the equipment or at least choose the colours they would like the equipment to be painted. If the Youth Club did not wish to paint the equipment, this could be done by the lengthsman in the hours still remaining to be allocated.

Cllrs recalled that the original design on the skateboard was undertaken by Toz Flanders and it was agreed that he would be approached to see whether he was interested in professionally repainting the ramp as before and who would also work in conjunction with the Youth Club. It was also agreed the Parish Council purchase the paint required for job and the lengthsman be asked to paint the equipment on the small play park with any remaining paint.

9 **Matters concerning Newstead Abbey Park.**

9.1 **Newstead Abbey**

Drainage work currently being undertaken in the main Newstead Abbey car park was noted. Cllr Smith also queried whether it would have been more environmentally friendly to have left the brash previously cut down from around the trees on Station Ave. It was explained that the brash was unfortunately was being kicked around on to the road creating a hazard.

9.2 **Newstead Abbey Partnership**

Following her attendance at meetings of the Newstead Abbey Partnership, the Chairman advised that Newstead Abbey is now financially self sufficient i.e. income now matches expenditure. The 'glamping' proposal has been put on hold for a year whilst work is carried out to Gardeners Cottage. The East Lodge has been withdrawn from sale and will also be let out as a holiday home. There will be a symposium on the 15th June for all members of the Partnership to attend.

10. **Correspondence.**

The following items were specifically discussed.

Unison - Request for support against intended cuts to the number of PCSO's employed in Nottinghamshire. Cllrs agreed to support this request.

Landfill Communities Levy - It was agreed that as the questions asked in the consultation were highly technical the Council would write a general response supporting the continuation of the Landfill Community Levy.

Garden Competition - Debbie Widdowson has asked if the Parish Council will put forward a judge for this competition to be held on 8th and 9th July. It was agreed Cllr Young would be asked to judge this competition.

Best Kept Village - Due to lack of time it was agreed not to enter the village this coming year but moreover to enter next year with preparations for this contest to begin early next year

11 Planning Applications.

Details were tabled circulated regarding a retrospective planning application for work currently being undertaken at West Lodge under planning ref 2015/0380. This was discussed in some detail and the following observations made.

- Damaging impact on Grade 11 listed building.
- Inappropriate development in the Green Belt as scale of development would be exceed 50% increase in the size of the original dwelling which would impact on the openness of the Green Belt
- In previous planning proposals use of outbuilding was given as a studio now a bedroom
- Outbuilding seems larger than shown on original proposals. Parts of this appears to have been rebuilt and extended at the same time
- Outbuilding does not appear to lie on same footprint as before and aligned to main building differently
- The boundary should be restored between original curtilage and woodland brought subsequently.

The Parish Council agreed to support these objections.

12. Matters Concerning the Cemetery

Extension to the Cemetery Car Park

The Clerk along with Cllrs Young and Burnham had met with the contractor Darren Brown on Wednesday 20th May to discuss complications arising in connection with the extension to the cemetery car park. The problems caused by the footings supporting the brick wall adjacent to the pavement were explained. The only way to get around this problem was either to remove the existing wall (this was discounted), or resurface the car park up to the point where the footings start and then to slab over these at right angles to the wall. In addition, the contractor will also require removal of the remaining tree stump before he is able to clear the site. The cost of this additional work would be an extra £3k, plus a further amount for removal of the stump.

During the meeting, measurements were taken on the extent of the new extension to see whether it would still be possible to accommodate cars parked at 30 degrees to the wall and this remained the case. Following the site meeting held, an estimate had been obtained by Cllr Burnham from Acorn Services for removal of the tree stump which had been given as £150. A further quote was still awaited from Jonathon Rhodes.

Councillors discussed this development and agreed the project should continue. The Clerk confirmed she will now speak to the contractor to ask whether he would also include line marking within the price quoted. It was also agreed to proceed with removal of the tree stump based on the lower of the two quotes once obtained

13. Reports from External Meetings

None

14 Items the Chairman considers urgent

- 14.1 Identity Badges - The Chairman advised she would like pursue identity badges for all members of the Council and would be asking Cllr Simon Gascoigne to bring his camera to the next Council meeting with a view to obtaining a passport size photo of all new Cllrs to be included as part of the identification badge.

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 1st July at 7.00pm for new members when a short training session would be held with the Clerk. This will be followed by the Council meeting at 7.30pm.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 July 2015

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mrs B Blood, Mr C Bullivant, Mr P Burnham, Mr S Gascoigne and Ms J Smith.

Also present Debbie Widdowson, Newstead Locality Co-ordinator and Ward Cllr Mr B Andrews

2. **Apologies for absence:** Apologies were noted from Cllr Mr C Bicknell and also from County Cllr Mr C Barnfather and Ward Cllr Mr C Powell.

3. **Declaration of Personal and Prejudicial Interests**
No interests were declared by Cllrs.

4. **Approval of the Minutes**
Council Meeting - 3 June - Subject to the following corrections; that under item 1 - the minutes to read 'Mrs B Blood not Mrs P Blood' and under 5.11 to read 'livery stables;' it was proposed and seconded that the minutes be approved as a true record and this was agreed.

5. **Address by Debbie Widdowson**
This item took place after 'Matters Arising'

6. **Matters Arising from the Minutes**

- 6.1 Highways - Photos denoting floods had now been passed to Cllr Barnfather.
- 6.2 Abbey Street/Bryon Signs - No further signs installed as yet. Cllr Adams asked if a further street nameplate could be requested for Livingstone Street to replace an existing sign which had now faded.
- 6.3 23 Tilford Road - Cllr Burnham advised that he had spoken to the Housing Officer at Gedling Homes. They have confirmed they are currently working with the tenant and matters are in hand. They hope to carry out major work to this property. The caravan has been removed from the highway and this along with the trailer is now in the car park of the Newstead Centre. This development was welcomed by Cllrs.
- 6.4 Police Meeting/Bikes - This item would be discussed later in the meeting
- 6.5 Accounts - An external audit is now underway where the accounts for 2014/2015 together with the Annual Return were sent to the Auditor on 22 June.
- 6.6 Grant to Newstead PCC - An email had been received from Newstead PCC with a breakdown of costs as follows: *'The approximate cost is £360. This is made up of Bouncy castle £30, Pools and sand £78, Free games and activities £100, Refreshments £30, Tombola and Raffle prizes £50, Prizes for treasure hunt, guess the name of the entertainer, find the 'Treasure' map and free Ice Cream for the children £30'*. In discussing this request, Cllrs felt rather than making a general award the Council should contribute directly to the cost of providing a specific activity. Cllr Adams suggested the Council should consider paying for items specifically put on for children including the cost of the Bouncy Castle, pools and sand, treasure map and free ice cream, which together totaled £138, but only on the proviso these activities were made available free of charge for local youngsters in the village. This suggestion was agreed by all Cllrs present. It should also be passed on that in future the Parish Council will not be as generous as in the past where donations under S137 will in future be spread over a much wider base.
- 6.7 The Lengthsman Scheme - Cllr Burnham reported work had now been started to clear the overgrowth on the fence opposite the junction with Tilford Road/Hucknall Road in order to improve visibility on this corner. He also requested that shrubs be cut back which presently obscured the village sign from direction of Annesley.

- 6.8 Newsletter - Not discussed due to the absence of Cllr Bicknell.
- 6.9 Skateboard Park - Cllr Smith has confirmed that Toz Flanders would be interested in painting the skate park and is to price up the cost of the cost of paint. Nothing yet heard from GBC re drainage scheme. A discussion ensued as to whether the Council should award a nominal sum towards labour costs of £50. No decision on this was made where this was just a suggestion pending advice re cost of paint.
- 6.10 Unison - PC has supported petition opposing cuts
- 6.11 Landfill Communities levy - Response sent on consultation
- 6.12 Planning Applications (West Lodge) - Response sent but proposals yet to be determined. It was noted by the Chair that the steel gantries connecting the outbuilding to the main dwelling had now been removed and this was a welcomed development.
- 6.13 Extension to Cemetery Car Park - Discussed with contractor. He will hazard mark the edge of slabs within cost and also carry out white lining of the car parking spaces. The Clerk advised the contractor may need to charge for some special adhesive to enable paint to stick to concrete and will let the Clerk know of any additional costs incurred. Cllr Burnham confirmed the tree stump had now been removed by Jonathon Rhodes at a cost of £120.

5. Address by Debbie Widdowson

Copies of the Newstead Locality Plan 2013-2018 were handed out to all Cllrs present. Debbie explained that following a decision by Cabinet last year to reduce the hours she worked as the Locality Co-ordinator for Newstead from full time to part time, this had now impacted both on the timetable and delivery of the Locality Plan. She explained the plan itself was self explanatory with a series of goals under a number of key headings and if anyone wished further information on the plan she would be happy to provide this. A children and Young People's group has been formed and will steer matters identified under the Children and Young People section of the Plan. She has also supported Future Newstead to organise a review of Parish plan. In terms of the Garden Competition, there have been a total of 25 entries under the various categories including 8 for best front and back garden, with prizes to be presented at the Greener and Cleaner Fun Day to be held on 1st August. She also explained that under 'Health and Well Being', Pip Bateman is now leading Nordic walks. Another initiative she needs to progress is lighting for the MUGA. Planning permission has now been granted for the lights and funding needs to be found. Costs are approx £11k including VAT based on two lights. Other items mentioned included:

- Launch of new IT suite in Newstead Centre and taster computer sessions held
- Lunch club established for older residents
- Attempts made to establish new U3A group specifically for Newstead. Currently 25 persons interested but a minimum of 50 persons is required to launch a new group.
- Extends links with church to include improvements to church building. It was explained that each parish is responsible for funding part of the costs of running the church and in terms of Newstead, this works out around £8k per annum. If the money cannot be found the church will close and it is the responsibility of Newstead PCC to raise these funds. She also felt the church once improved could offer low cost rooms for rent to community groups

The meeting then closed to allow public to discuss matters

Cllr Andrews asked whether the Council had met the new vicar appointed for the parish and encouraged closer ties between the church and the council. He also reminded Cllrs that free paint may be available through a recycling scheme established in Calverton and finally he hoped the Council would support the fun day which would be opened by the Mayor of Gedling.

Meeting Reopened

7. Accounts

7 i) Receipts and Payments for July 2015

Receipts.

£465 New interment - 5 June
£265 New interment - 11 June

Cheques for approval at this meeting

100203	Jonathon Rhodes	£760.00	Work undertaken on Newstead Meadow
100204	Newstead Centre	£45.00	Room hire charges for June Council meeting
100205	Gedling Borough Council	£283.20	Cost of new street nameplates (NB £236 ex VAT) as Agreed
100206	Notts. A.L.C	£17.00	Copies of Local Council Review (newsletter for Clerks and Councils.
100207	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during June
100208	Clarke's Cemetery Services	£235.00	Burial charges for new interment - 11th June
100209	Clarke's Cemetery Services	£65.00	Charges for new interment of ashes - 24th June
100210	Mrs P Young	£15.00	Chairman's allowance (June)
100211	Mrs J Johnson	£306.43	Clerks Wages (June)
100212	Notts County Council	£65.55	Pension Contributions for Clerk (June)
100213	Mrs J Johnson	£177.95	Clerk's expenses (June) inc flowers (£48.57), gift voucher (£50) and new print head (£37.98)
			Postage/Other 152.00
			Tel/Broadband 12.00*
			Mobile Calls Nil
			Mileage <u>13.95</u>
			TOTAL <u>177.95</u>

NB Includes both May/June broadband charges

Payments were agreed as stated

7 ii) To Consider Grant Requests

Newstead Enterprise Group - Copies of a letter requesting a donation towards a new lock, chain and keys for the gate to Pocket Park were distributed for members to consider. There was some discussion as to whether this was something the Council should pay for and whether this was a cost RCAN should meet as the landowner. It was explained that Newstead Enterprise was a charity in its own right comprising a three way partnership between RCAN, members of the local community and CAST. There was also some discrepancy as to how the damage had been caused in this instance. The Clerk advised that Mr Leivers had offered to clear away a considerable number of tree branches from the village green, which had been pulled down by vandals earlier that day. It was agreed rather than debate whether the lock was something that the Council should or should not pay for, the Parish Council would make a contribution to Newstead Enterprise of £70, which would be in lieu of removing tree branches from village green.

8. The Lengthsman Scheme

9. Matters concerning Newstead Village

9.1 Station Ave - Cllr Gascoigne advised that whoever had cut the grass verge between Station Ave and the Robin Hood Line had carried out a poor job. He was aware the grass was usually cut by Gedling Borough Council but understood this time that work had been contracted out. His main complaint was that the cut grass had been left lying around in clumps and that lots of area of long grass had been left around trees, although this had been

cut subsequently.

- 9.2 Grass Verge adjacent to Village Green - It was noted that a section of grass between the village green and the MUGA next to the footway had not been cut. It was felt this area of land came under the jurisdiction of the Newstead Centre where this had previously not been maintained by the Parish Council. It was agreed that enquiries would be made as to who owned this section of land.
- 9.3 Hucknall Road - Cllr Burnham advised he had raised the question of the speed limit on Hucknall Road (NB currently de-restricted) with Mark Spencer MP. To advise outcome.
- 9.4 Remembrance Day Service - Cllr Burnham asked if the Clerk could order two wreaths on behalf of the Council for this ceremony. This was agreed.

10. Matters concerning Newstead Abbey Park.

- 10.1 Station Ave - Cllr Burnham advised he had spoken to Rachael Dewsbury at Newstead Abbey who confirmed that several of the worst areas on Station Road would be resurfaced during this financial year with the areas to be resurfaced already marked out for a quote.
- 10.2 Police and Parishes Meeting 9th July - Cllr Burnham advised there will be a Police and Parishes meeting in Calverton on the 9th July starting at 10am which he was hoping to attend.

11. Correspondence.

The following items were specifically discussed.

- 11.1 NALC - Two further training sessions for new Cllrs had been offered by NALC. It was agreed these details would be circulated to all members as before with interested Cllrs to advise which session they would prefer to attend.
- 11.2 Electoral Review of Nottinghamshire - It was noted that despite the increase in new housing proposed for Newstead ward, the recommendation from the Boundary Commission was no change to the number of County Cllrs serving this ward where at present there are 11% fewer electorates in this ward than other wards in Gedling.
- 11.3 Gedling Strategic Housing Land Availability Assessment - Cllrs agreed there were no remaining brownfield sites for potential housing within the parish not already in the development plan. Whilst discussing this matter, the Chairman was reminded that the Clerk had spoken with Alison Gibson, Local Plans Manager at Gedling Borough Council who had provided the following information on the land behind the Station Hotel following a meeting held with the brewery in March 2015.
- The meeting was called at the request of Gedling Borough Council who has a duty to establish whether the site was still available for housing as part of the five year housing supply.
 - The brewery confirmed they are still working on proposals for the site - No plans have yet been submitted nor agents appointed.
 - The brewery has confirmed they are dealing with access issues which will involve a land swap not outright purchase.
 - GBC feel that the figure of 80 homes earmarked for the site is unrealistic and that 50 homes would feel about right
 - GBC have registered the Parish Council's interest in this matter and will try to involve the Parish Council once more definite proposals are on the table.

Cllr Adams queried whether a letter had gone to CISWO as previously agreed to which the answer was no. It was explained that where such a letter was sent would be an outright objection to this land being developed, whereas some Cllrs felt some residents may welcome the development of the site if the right type of housing was being built plus additional infrastructure for the village. It was agreed the matter would need further discussion and would be brought back to future meetings of the Council.

12. Planning Applications.

Two applications had been received by the Council and the following agreed;

2015/0379 - West Lodge, Station Ave, Newstead (New stables, feed and tack room and hay barn) - The Chairman explained that the field itself was grazing land not paddock land which would require change of use. The land itself was not big enough to support horses and the size of the land doesn't warrant the size of building proposed which she felt may in future be converted into garaging for the main dwelling. Also current access into the site is through a simple metal field gate, whereas the above proposal includes formation of a new tarmac drive with a new entrance directly onto Station Road and will require the removal of existing trees and shrubs. Access would also be required over land currently owned by the Notts City Council.

Cllrs agreed to object to this proposal on the grounds outlined above.

2015/0288 & 2015/0289 - Abbeyfield Farm, Station Ave, Newstead (Demolition of existing outbuilding, construction of new stable block and garage and new driveway) - The Chairman queried size and scale of garage and whether this would allow for a mezzanine floor in the garage. The proposal also included construction of a new drive across existing agricultural land, where she questioned the need for this where the existing driveway was still in use. She also felt the existing outbuildings may be listed and should not be demolished.

Cllrs agreed to object to this proposal as per the above.

13. Reports from External Meetings

13.1 Police Meeting at Newstead Centre to Discuss Problems of Off Road Bikers

Cllr Burnham reported on the following matters.

- The number of bikers is not as high as reported as a single incident can be reported by a number of individuals
- Signage could be better on park and in Newstead and Annesley Forest area.
- Police cannot always pursue bikes directly.

13.2 Youth Club - The minutes of this meeting had been circulated to members. The Chairman had also spoken to youth worker Emma Astill who had advised that the Youth Club do not want to lead in production of a newsletter.

14. Cemetery Issues

The Chairman, Cllr Bicknell and Cllr Burnham had met to inspect the cemeteries. In terms of the Old Cemetery, it was noted that part of the boundary wall to this site has been bowing out over time. Cllr Burnham also noted that the grass in the Old Cemetery would need to be cut in Sept/Oct and suggested that a quote be obtained from John Flanders to do this work.

Also in respect of the new cemetery, the proposed extension to the same was discussed. It was explained that the Council already owns some woodland to the right of the main drive into the cemetery, which was currently not used for burials. A route into the new section was discussed; where it was suggested an area of contemplation within this area of woodland could be created. There would also have to be new fencing around the perimeter of the site and Cllr Burnham questioned whether mains water should be installed on the site. It was agreed the Council would need to seek further advice on this matter, where the Clerk advised she did not have the experience to put together a specification for work required.

15. Items the Chairman considers urgent

15.1 PTA Summer Fayre - The PTA are holding a fayre on the 4th July

16. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 1st July at 7.00pm for new members when a short training session would be held. This will be followed by the Council meeting at 7.30pm.

For the next items, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where these items relates to financial and business affairs of persons/organisations.

17. To discuss possible extension to Newstead Wildlife Meadow

A bird's eye view of the area surrounding the Newstead Wildlife Meadow and Old Cemetery was distributed to Cllrs. Cllr Burnham explained that at present there is a small area of farmland situated between the ends of the Old Cemetery and the Newstead Wildlife Meadow. This area is often left fallow. He hoped the Parish Council could acquire either full ownership or enter into a long term lease agreement on this piece of land which would then join up the landholdings held by the Parish Council. It would also allow for a gate to be put in that section of the cemetery wall presently crumbling and bowing out. It was agreed the Parish Council would approach the landowner concerned to see whether he/she would donate/sell/lease this area of land to the Parish Council

18. Community Right to Bid

Details of the Community Right to Bid scheme had been circulated to Cllrs. The Chairman advised that this had been raised in connection with the Newstead Centre. Due to time constraints it was agreed the matter should be put back on the agenda for further discussion at the September meeting.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 2 September 2015

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mrs B Blood, Mr P Burnham, Mr S Gascoigne, Miss H Scott and Ms J Smith.

Also present Mick Leivers from CAST and 2 residents.

2. **Apologies for absence:** Apologies were noted from Cllr Mr C Bullivant and also Ward Cllrs Mr B Andrews and Mr C Powell.

3. **Declaration of Personal and Prejudicial Interests**

Cllr Scott declared an interest in item 9ii on the agenda as a member of Newstead Events Group. The Clerk also declared a prejudicial interest in item 21 - Clerk's Pay Review.

4. **Approval of the Minutes**

Council Meeting - 1 July - Subject to the following corrections: that under item 14 to read John Flander's son, not John Flanders and that the date of the next meeting be amended to 2 September, it was proposed and seconded that the minutes be approved as a true record and this was agreed.

5. **Introduction by M Leivers and Update on Newstead/Annesley Park**

A paper written by Mick Leivers was circulated to members. This included:

- Progress made on the new visitor centre which is now watertight and has been decorated with the help of volunteers from EON.
- Fishing is now established on Lake 1 - There has been lots of complementary feedback.
- £10k spent in terms of restocking lake with 1,500 carp.
- Free workshops for School, Children's Centre and young people through CAST. CAST also want to extend work to Special Need Schools and also vulnerable adults.
- In terms of funding for the Visitor Centre, more is still required. Previous forecast of the build price was way below that actually required. Funding currently being sourced for completion.
- 6 bailiffs have been appointed.
- Fencing completed around the mid lagoon with the aim of preserving wildlife.
- CAST has also been undertaking work in Newstead Abbey Park including crown lifting of some trees where the young people involved obtained a qualification in Health and Safety. Other work includes initiating a nest box trail and restoration of the waterfall pond and cascade into the Garden Lake.
- Application for the wind turbine will go back for consideration by the Planning Committee.

Mr Leivers also spoke of local children fishing for free in the lake to which historically a blind eye has been turned, but this is now causing some friction with adults who question why they have to pay for fishing. He suggested that someone from the Parish Council may like to write to Newstead Enterprise to see whether they would support a 'membership scheme' for local youngsters into which funds would be donated to offset fishing charges which would normally apply.

6. **Discussion by Lorraine Bean on Micro Pub Scheme**

This address did not take place and has been deferred to the October Council meeting.

7. **Matters Arising from the Minutes**

- 7.1 Highways - Nothing heard re flooding issues. The Council agreed the Clerk should write again to Highways.
- 7.2 Abbey Street/Byron Signs - All new signs have now installed. The Abbey Street/Bryon sign has been re-ordered due to spelling error. A formal request has been put to Highways for new free standing sign for the Webb Street end of Livingstone Street and the Council is waiting to hear back on this.
- 7.3 Police Meeting/Bikes - The message has now got out that bikes taken off owners will be crushed. Posters have been put on all notice boards from new PCSO warning of this.
- 7.4 Grants to Newstead PCC - It was noted that a letter of thanks had been received from the PCC.
- 7.5 Lengthsman's Scheme - The lengthsman in addition to the work specified at the last meeting has also been requested to trim the overgrowth on the narrow pavement along Hucknall Road from Musters Road to A611. Contract for lengthsman's services also signed. Cllr Burnham asked if the lengthsman could also side out the pavement along this part of Hucknall Road. It was acknowledged this was a task too onerous for just one man and it was agreed that the Clerk would write to Highways requesting if this could be carried out.
- 7.6 Skateboard Park - In terms of the drainage, the Parish Council has received a quote of £5200. It was agreed that a grant would be put under the landfill tax credit scheme to fund this work. It was noted that attempts to meet with Toz had not been successful and that the Parish Council may now need to consider other options.
- 7.7 Extension to Cemetery Car Park - The Clerk advised that this work is now underway but there will be an additional cost in respect of stump grinder.
- 7.8 Fun Day/Garden Competition - The Chairman commented on the high standard of the gardens which she judged.
- 7.9 Newstead Enterprise Group - Grant request now withdrawn
- 7.10 Grass Verge along Village Green - Enquiries have revealed this is the responsibility of the Newstead Centre. Attention was drawn to an area of knotweed behind the rear garden of the former caretaker's home on Fraser Street. It was agreed the Council would write to the Trustees to request this is treated.
- 7.11 Hucknall Road - Cllr Phil Burnham has passed on copies of correspondence from Mark Spencer, MP to confirm that Highways will be carrying out a traffic/speed survey of Hucknall Road. No timescale given as to when this will be carried out.
- 7.12 Remembrance Service - Wreaths to be ordered shortly.
- 7.13 Police and Parishes Meeting 9th July - Feedback to Cllrs given from Cllr Burnham who attended meeting
- 7.13 NALC Training Session - Not followed up as notification received course was full
- 7.14 Planning Applications - These have not been determined so outcome remains unknown. Cllr Adams queried whether the Parish Council had been informed of a planning application relating to a property on Abbey Road. Clerk to check with Gelding Borough Council.
- 7.15 Cemetery Issues - Clerk to obtain estimate for fencing part of new site and will also discuss this with Ashfield and Mansfield Groundwork. Further advice to follow once this has been obtained
- 7.16 Extension to Newstead Wildlife Meadow - A response had been received from the landowner concerned confirming they were not interested in either selling or leasing this piece of land.
- 7.17 Community Right to Bid - To be discussed later in meeting.
- Matters Arising from Previous Meetings**
- 7.18 Notice Board - A proposed location for the notice board has been agreed, but the Council is waiting to hear from Manager, Rachael Dewsbury, if planning permission is require to re-site the exiting notice board in the spot chosen.
- 7.19 Station Ave - The design and cost of new 'sign had been emailed out to Cllrs. Whilst Councillors approve the cost of supplying and installing the sign at £103 plus VAT, the Chairman felt the proposed wording could be misleading where the public could access the Abbey in the case of cycling and walking. She suggested the wording should be amended to include the words 'no public vehicular access' and this was agreed.

The meeting was then closed to allow members of the public to bring up parish matters

Heather Barnett queried whether planning permission had been granted in respect of some derelict land on Fraser Street. It was explained this land had previously been sold at auction. The land itself was divided on a one third/two thirds basis, whereby planning permission has been granted for single detached dwelling on the smaller section of land and lapsed planning permission for apartments on the larger area. Paul Bateman understood that land on which some garages stood next to this site could not be developed where classed as allotment land. The Clerk doubted whether this would now be the case. As both these residents had come specifically to talk about the proposed demolition of the Station Hotel, they asked whether the Council would bring this matter forward as the next agenda item for discussion and this was agreed. Mr Bateman also commented that he would speak to Toz Flanders re the skateboard park.

Meeting re-opened

11. **Matters Concerning Newstead Village**

Station Hotel - A notice to demolish the public house had been placed on the exterior of the pub on or around 12th August giving the public 21 days to make representations against the proposed demolition. The Clerk advised that the period of consultation had now been extended to the 10th September. A discussion ensued as to why the Public House should be saved including contributions from both Paul Bateman and Heather Barnett. The reasons why demolition should not take place were given as follows: -

- Iconic building
- Part of the fabric of village
- Historical connections with Newstead Abbey/Railway
- Free use of building for a number of community groups
- Importance as a public space

Also advice received from CAMRA suggested that the best means of preventing demolition was to have the building registered as an Asset of Community Value (AVC) and a copy of a letter already written by CAMRA was passed to the meeting by Cllr Jude Smith who had been liaising with them to save the public house. Following discussion, it was agreed that the Parish Council would object to the proposed demolition. The Chairman also advised she would asked the manager of Newstead Abbey to forward an objection based on historic links between the public house and the Abbey. It was also agreed by Heather Barnett that a copy of the objections raised by Future Newstead would be passed to the Council for information.

Cllr Adams asked if the Parish Council would nominate Station Hotel as an AVC, where it was already understood this process was already underway through CAMRA and this was agreed.

Finally, the Clerk drew attention to correspondence received from a consultant who specialized in 'saving' threatened pubs and offered 30 minutes free consultation on the same.

8. **Accounts**

8.1 **Receipts and Payments for August/Sept 2015**

Receipts.

£250	Fees for new headstone on Plot 377
£1400	New interment - 7 th August

Cheques to Approved

100214	Newstead Centre	£36.00	Cost of Police Meeting
100215	Newstead PCC	£138.00	Grant towards Summer Fayre as agreed

100216	Newstead Enterprise	£70.00	Cheque not used and subsequently cancelled
100217	Royal British Legion Poppy Appeal	TBA	Wreaths yet to be ordered
100218	Notts ALC	£Nil	Cheque cancelled as notification received training session full.
100219	J A Rhodes	£520.00	Improvement works to Newstead Meadow
100220	J A Rhodes	£120.00	Removal of tree stump from cemetery car park.
100221	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during July
100222	Clarke's Cemetery Services	£235.00	Burial charges for new interment - 7th August
100223	Mrs P Young	£15.00	Chairman's allowance (July)
100224	Mrs J Johnson	£306.03	Clerks Wages (July)
100225	HMRC	£1.40	Tax and NI on Clerks wages (quarterly payment)
100226	Notts County Council	£65.55	Pension Contributions for Clerk (July)
100227	Mrs J Johnson	£73.43	Clerk's expenses
			Postage/Other 67.13
			Mobile Calls Nil
			Mileage <u>6.30</u>
			TOTAL <u>£73.43</u>
100228	Mrs J Johnson	£6.00	Clerk's broadband charges (NB omitted from above)
100229	P Burnham	£9.90	Mileage to attend Police and Parishes Meeting
100230	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during August
100231	Mrs P Young	£15.00	Chairman's allowance (Aug)
100232	Notts County Council	£65.55	Pension Contributions for Clerk (Aug)
100233	Mrs J Johnson	£306.23	Clerks Wages (Aug)
100234	Mrs J Johnson	£19.41	Clerk's expenses
			Postage/Other 10.26
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage <u>3.15</u>
			TOTAL <u>19.41</u>

The payments were approved as stated.

- ii Grant Request from Newstead Events Group - Details of this request had been circulated with the agenda. Cllr Scott explained that it was hoped to undertake a series of creative workshops led by professional artists and managed by City Arts, culminating in a procession and street performance at the annual community bonfire night on the 7th November. The group has applied to the Arts Council to fund the workshops and is seeking funding for the remainder. Previous criticism of the event was that the quality of fireworks was poor and this time it was hoped to put on a professional firework display, hence request for funding of £400. The Chairman pointed out there had been some concerns relating to previous events relating to possible drug use at the event. Cllr Scott admitted that at the first ever event someone had smoked doped, but last year this was monitored and no problems. Some concern was also expressed that Newstead Enterprise had chosen to charge ground rent of £100. Cllr Scott advised this was usual for large events held, but that the rate charged had been discounted. With no further questions from Councillors, Cllr Scott then left the meeting whilst this item was discussed.

Cllrs queried the amount remaining in the budget in respect of donations and also what was paid towards the event last year, where the Parish Council had agreed to match the donation made by the County Councillor. It was also noted that no approach had been yet been made to Cllr Barnfather for a donation. It was then proposed by the Chairman and seconded by Cllr Burnham that the Parish Council contributes the sum of £250 towards this event, where Newstead Events Group could also approach Cllr Barnfather for match funding and this was agreed.

Cllr Scott returned to the meeting

- iii Pension Deficit Payments - Following the Clerk's admittance to the Local Government Pension Scheme on the 1 January 2013, the Parish Council are now being asked to pay additional pension contributions due under this scheme, in order to cover a pension deficit covering the years from 1 April 2010 until 31st March 2013, which had been identified following a revaluation of the scheme during 2013/14.

Specifically, the Council is being asked to pay an additional lump sum of £160 for 2014/2015, £210 in the current year and £250 in 2016/17. Unfortunately, if the Clerk is to remain a member of this scheme the Council has no choice but to pay this amount.

In addition the Clerk has yet to receive any statements in terms of benefits accrued under the LGPS, where she is also contributing into this scheme

Following discussion by the Council, it was agreed that the Parish Council would pay the deficit payment due to date of £247.50, this being £160 for 2014/2015 and £87.50 due so far this year, with additional payments of £17.50 being made every month thereafter for the remainder of the year. Payments covering the 2016/17 financial year would also be sent with future contributions

It was also further agreed that a letter should be sent to the Notts County Council explaining that this had not been handled well, caused a strain on the parish council's finances and it was unfair no annual benefit statements had yet been received by the Clerk.

9. The Lengthsman Scheme

The use of the lengthsman to paint the children play park was discussed. Initially it was hoped that the remainder of the paint to be used on the skate board park could be used, but as this project had now stalled and with winter fast approaching, the Clerk asked if she could purchase paint for the park. She estimated paint costs should be no greater than £200, and following discussion, it was agreed by the Council to authorize the Clerk to purchase paint up to this amount and also that the lengthsman be asked to do this work.

Cllr C Bicknell also volunteered to help paint the play equipment on the park but only at weekends

10. Contribution towards Lighting the MUGA - The Chairman explained that as a result of a meeting with Debbie Widdowson, she along with the Parish Clerk had identified a number of possible funding sources for the lights. In order to kick start the process, the Council had been asked if it could pledge the sum of £2k towards the lights and this sum had been agreed via email between meetings. The Council were now asked to ratify the amount pledged of £2k and this was agreed. Cllr Burnham noted that when this was originally discussed the Council were told it would not have to contribute towards the lights.

11. Matters concerning Newstead Village

- 11.1 Christmas Tree - The Parish Council agreed that Gedling Borough Council would again be instructed to provide a Christmas tree for the village where assurance had been made that the quality of tree supplied would be better this year. The Clerk advised that the cost of supply was likely to be nearer £230, not £200 as previously advised.
- 11.2 'Slow signs' - It was brought to the Council's attention that some drivers were driving along the service roads to the Terraces far too fast and also using these as a cut through. It was agreed that an approach would be made to Highway for 'slow' signs
- 11.3 Village Newsletter - Details of the progress made on a parish newsletter had been passed to Cllrs. A flyer had been produced which has been delivered to households in the parish. It was hoped that revenue would be generated through advertising. It is hoped editions will be produced quarterly and will include a page for the

Parish Council. The first edition should come out in November.

- 11.4 Trees on Burton Court - Cllr Scott advised that East Midland Homes has now cut back some trees on their land which had been the cause of a complaint. She had also been invited to a barbeque to which members of the community had been invited.

12. **Matters concerning Newstead Abbey Park.**

- 12.1 Station Ave - Cllr Young advised that the resurfacing of Station Ave as previously marked out should be finished by the end of October.

13. **Agree Gritting Scheme for the Parish**

Following an email from the Clerk proposing a scheme for refilling grit bins, which were the responsibility of the Council, it was agreed by the Parish Council to instruct the Clerk's window cleaner to refill the bins 'as and when' required. The cost would be £30 per round trip plus the cost of any grit purchased. As this individual already visits Newstead as part of his window cleaning round, he has also agreed to monitor the levels of grit remaining in the blue bins. It was further pointed out by Cllr Burnham that the grit bin currently stationed on Station Ave (opposite West Lodge) was no longer fit for purpose, being exposed at the top and bottom. The Clerk advised that the cost to supply a new bin, including filling the bin with grit was £150 from the Notts. County Council and that permission would also be needed from the Notts. City Council as the landowner concerned to site the new bin. The Parish Council agreed that in the first instance the Notts City Council should be approached to ascertain whether they would supply a new grit bin to serve residents in the Abbey.

14. **Correspondence.**

No further items were raised.

15. **Planning Applications.**

None

16. **Reports from External Meetings**

Youth Centre - The Chairman advised she had sent copies of the minutes of the last meeting of the Youth centre to the Clerk for distribution.

17. **Cemetery Issues**

None

18. **Any Other items the Chairman considers urgent**

19. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 7th October

For the next items, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where these items relates to financial and business affairs of persons/organisations.

20. Community Right to Bid

It was agreed that in future the Council would monitor any applications submitted by candidates to stand as a Trustee of the Newstead Centre.

As there was no urgency in registering the Newstead Centre as an Asset of Community Value (AVC), it was agreed not to do so at this stage and this remained an option available to the Council to exercise at any time in the future.

21. Clerk's Pay Rise - The Clerk had written a report outlining details of her current pay and previous pay awards including the cost to the Council of employing a Clerk over the last four years. This included the suggestion that the Council should consider increasing the number of hours employed by the Clerk each week from 9 hours to 10, or as an alternative, should consider the Clerk records separately the time spent on new interments and that these were charged to the Council as a separate item. This would ensure that a minimum time of at least nine hours per week is spent on other Council duties.

The Clerk welcomed further questions from Cllrs but none received

The Clerk then left the meeting prior to discussion of this matter by Cllrs

Following discussion of this item, the following was agreed: -

- A 1% pay award backdated to the 1st July 2015
- A one off payment of the sum of £208 in respect of the additional hours worked between May and August 2015, as outlined in the report.
- Hours to be worked each week increased from 9 to 10 hours with immediate effect.
- To make additional payments for work on new interments where payment will be based on existing rates. The Clerk will be asked to keep details of the time spent on new interments and to claim retrospectively for this work in whichever month they occur.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7 October 2015

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mrs B Blood, Mr P Burnham, Mr S Gascoigne, Miss H Scott and Ms J Smith.

Also present Ward Cllrs Mr B Andrews and Mr C Powell and also Mrs P Andrews and 2 residents.

2. **Apologies for absence:** Apologies were noted from Cllr Mrs D Adams and County Cllr C Barnfather.

3. **Declaration of Personal and Prejudicial Interests**

Cllr Scott declared a personal interest in planning application 20015/1119, where she hoped to store a mobile caravan on this site.

4. **Approval of the Minutes**

Council Meeting - 2 September 2015 - Subject to the following corrections: that under item 11.3 to read newsletter to be delivered in village only and not parish wide, it was proposed and seconded that the minutes be approved as a true record and this was agreed.

5. **Discussion by Lorraine Bean on Micro Pub Scheme**

Lorraine explained that she had been a resident in the village for over 12 years, although left the village four years ago to pursue other work interests. When she returned the Station Hotel was up for sale with an asking price of £275k. This combined with the work needed to update the Public House meant this was not a viable business option. She then started to look at other options and came across the micro pub model. This involved a licensed premise selling traditional cask ale in a convivial social atmosphere. She felt her proposals complimented existing strategic plans for the village such as the Parish Plan and Newstead Locality Plan. She subsequently carried out a full option appraisal of all community buildings in Newstead village and the only premises identified as suitable to host a micro pub was the Sports Pavilion owned by Gedling Borough Council. She subsequently approached Gedling Borough Council with a view to obtaining a three year lease of the building. This department then consulted the planning department, where the initial planning advice obtained suggested that the building was not well lit and poorly located to village. She also felt this building was underutilised. In support of her application she had undertaken a survey of village residents. The results of which confirmed that 95% of the residents who responded were in support of a micro pub from a total of 71 responses received. As to the current position she now felt that a response was required to the concerns raised by the planning department. Originally Nomads Cricket club had supported the idea but this support was later withdrawn. She was now looking for the support of the Parish Council for both the micro pub and this venue. In response to questions raised during the meeting, Lorraine confirmed that she had ruled out the bar at the Newstead Centre. It had also been suggested by Planning that she meet with the Brewery to discuss Station Hotel as a possible venue but this had been discounted as she did not have the funds to purchase the pub.

As an item of information, Ward Cllr C Powell advised Lorraine that there was no reason why she could not submit a planning application direct for the change of use required at the pavilion. Ultimately she was advised that Gedling BC as owners of the building would have say on whether this was a use they would support. The Chairman advised that before the Parish Council made a decision on this matter she felt more detailed proposals should be circulated to members of the Council on this venture and it was agreed these would be passed to the Parish Clerk to circulate.

6. Matters Arising from the Minutes

- 6.1 Highways - A letter has been sent to Dave Walker, Highways Manager for Highways re flooding and siding out of pavement on Hucknall Road. Nothing heard as yet.
- 6.2 Abbey Street/Bryon Street - Gedling Borough Council has now confirmed that an additional nameplate sign for Livingstone Street at the junction with Webb Street will be included in the next order for signs.
- 6.3 Police Meeting/Bikes - Cllr Burnham confirmed that problems with bikers escalated over the weekend and he will raise this at the next Police and Parishes meeting.
- 6.4 Lengthsman - Paint for the park has been purchased by the Clerk and a job sheet sent to the lengthsman along with photos of park. The paint has now been collected by the lengthsman.
- 6.5 Grass Verge on Village Green - Japanese knotweed now treated
- 6.6 Remembrance Service - Wreaths received and given to delegates who attend services on behalf of the Council. Cllr Burnham confirmed there were two services - one on the village green at the war memorial which took place at 9.45am, followed by a church service at 6pm. Cllr Burnham agreed to lay the wreath on the memorial and hoped to see other Councillors at this event. The Chairman would attend the evening service.
- 6.7 Cemetery Issues - Quote not yet obtained due to other priorities.
- 6.8 Newstead Wildlife Meadow - Cllr Burnham advised that the Council had received a grant from Biffa for improvements to the meadow, and this was based on costs which had been agreed in advance by the contractor who was to carry out the work. Whilst away he had received a telephone call from the contractor who advised that due to unforeseen circumstances the cost of cutting back the grass on the meadow had doubled from the original cost of £450 quoted. At the time of the call he told the contractor to proceed with the work but subsequently rang the Clerk who met with the contractor to explain that it was unlikely that the Parish Council could recoup these additional costs and that she could not guarantee full payment of his costs, but would need to agree this with the Parish Council. It was explained that costs had escalated as the contractor now had to pay for hire of equipment used, whereas previously it was free. Following discussion it was agreed that the Parish Council would pay the sum of £700 towards the total costs incurred. The Clerk also advised that should the Council be able to reclaim the full costs incurred from Biffa then any excess would also be passed to the contractor. Cllr Scott enquired what had happened to the baled cuttings and felt that the Council may be able to sell these as the arising could have commercial value. This suggestion would be taken on board in future.
- 6.9 Notice Board - Nothing further yet heard from Rachael Dewsbury and a reminder has been sent
- 6.10 New Highway Sign for Station Ave - Confirmation given for Gedling to order sign but with amended wording
- 6.11 Pension Deficit Payment - Letter sent to Notts CC as directed along with pension contributions due to date
- 6.12 Christmas Tree - This has now been ordered from Gedling Borough Council
- 6.13 Slow Signs - The Clerk read a response from Laura Trussler. Highways, who are not prepared to install slow signs on the Terraces as does not fit the criteria for such signs.
- 6.14 Village Newsletter - Underway with the first edition to be out in November. It was agreed that Cllr Bicknell would be responsible for drawing up articles on behalf of the parish council.
- 6.15 Gritting Scheme - Window cleaner now informed scheme accepted.
- 6.16 Community Right to Bid - Cllr Scott explained some further trustees have yet to be identified.

The meeting was then closed to allow members of the public to bring up parish matters

Local resident Pat Harvey brought up a missing sign in the small play park off Tilford Road.

Meeting re-opened

7. Accounts

Receipts.

£100 - Fees for erection of new memorial headstone
£1.84 - Interest on deposit account up to 5 July
£1.91 - Interest on deposit account up to 5 Aug
£1.91 - Interest on deposit account up to 5 Sept

Cheques to be approved

100217	RBL Poppy Appeal	£34.00	Cost of two wreaths
100235	Newstead Events Group	£250.00	Donation towards illuminate Newstead event.
100236	Mrs J Johnson	£208.00	Overtime worked during May to August as agreed. (NB there is an adjustment in October wages for income tax and NI due on this amount).
100237	Notts County Council	£247.50	Additional amount representing deficit payment due on local government pension scheme from 1 April 2014 to 31 st August 2015.
100238	Grant Thornton UK LLP	£240.00	External Audit Fees
100239	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during Sept.
100240	Mrs J Johnson	£141.24	Paint for repainting Play Equipment in Newstead Park.
100241	DJB Contracts Ltd	£9,300.00	Extension to Cemetery Car Park
100242	Mrs P Young	£15.00	Chairman's allowance (Sept)
100243	Mrs J Johnson	£299.08	Clerks wages for September less deduction for tax due on overtime earnings and includes backdated pay increase of 1% (see Cheque no 100236)
100244	Notts County Council	£92.29	Pension Contributions for Clerk (Sept) including small adjustment for backdated pay increase of 1% and deficit pension payment due this month of £17.50.
100245	HMRC	£51.80	Income tax payable in 2 nd quarter including overtime
100246	Mrs J Johnson		Clerk's expenses
			Postage/Other 10.26
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage <u>3.15</u>
			TOTAL <u>19.41</u>
100247	J A Rhodes	£700	Hay Cut and Bale grass from Wildlife Meadow

The Clerk advised that in respect of cheque 100241, costs had come in approximately £600 higher than estimated originally. Part of the increase was due to additional costs the Council had already agreed to meet such as the cost of hiring a stump grinder and adhesive for lining the car park. The Clerk had queried the size of additional costs involved with the contractor who advised that the substantial root structure remaining in the ground had resulted in an additional two day's labour. As advised he had absorbed one day's labour but could not absorb both days and these costs had been passed to the Council. The Clerk advised the contractor had also agreed to mark out the car park, which was not part of the original job specification and which would otherwise have resulted in a considerable additional expense. Following discussion it was agreed the additional costs would be paid.

The remaining payments were approved as stated.

- 7ii Request for Raffle Prize for Christmas Fayre - A request had been received from Deborah Widdowson (Locality Co-ordinator for Newstead) for a raffle prize for the Christmas Fayre - The Council agreed to purchase the same prize as last year which was believed to be a Argos Gift Voucher to the value of £25.

7iii Future Newstead - A request had been received from Deborah Widdowson on behalf of this group to ask whether the Council would re-consider its decision not to pay room hire charges incurred by this group and to meet these for the remainder of this year and next. The Chairman felt that the Council should not pay for room costs, as these were not paid for any other group in the village and any decision to pay could create a precedent. Cllr Scott advised that Future Newstead were not the same as other groups and was in fact the umbrella group for a number of other groups. It was explained that whilst Future Newstead did undertake work on the Parish Plan, most of these goals had now been realized. It was also the case that membership of both these groups appeared to comprise the same individuals and perhaps some consideration be given to whether the Parish Council and Future Newstead should merge in future.

7iv Report on External Audit - The Clerk was pleased to advise that an unqualified report had been received from the auditor on the 2014/2015 accounts of the Parish Council.

8. The Lengthsman Scheme

Paint had now been collected by the Lengthsman and it was hoped work would start shortly. The Clerk explained that due to the extent of the work required this will take up the lengthsman's time for several months. As such, if allocated to other work in the village, this will reduce the amount of time spent painting the park. Cllr were asked to note this information

9. Matters concerning Newstead Village

a) Demolition of Station Hotel - CAMRA's request to have the Station Hotel registered as an Asset of Community Value (AVC) was successful, where this would now be considered by Gedling Borough Council for possible listing as an AVC. A response had been made by the Parish Council to the proposed demolition but was time barred from making a request that it be registered as an AVC. Cllr Smith felt as all Councillors had been apprised of the situation it was now a waiting game and no further discussion at this time was required.

b) Skateboard Park Drainage Scheme - The Clerk explained that due to technical problems it had not been possible to lodge an application to WREN before the close of window for this round of bids. It was agreed that the Council would support an application to WREN on the terms suggested i.e. 10% matched funding plus handling costs. The Clerk advised that a grant application would still be made but the closure date for the next round of applications was not until the end of January. Cllr Bicknell suggested the Clerk speak to Cheryl Raynor on this matter as she may be able to provide advice. Following a meeting with Toz Flanders attended by the Clerk and the Chairman some ideas had been discussed. An email had since been received from Toz confirming that his labour charge to paint the Skate Park equipment would be £200 plus the cost of paint at £180. A further graffiti artist had also been approached who had agreed to meet with the Chair and Clerk. It was then put to the Council as to whether they were happy to allow Toz to carry out the work at the cost stated, or seek an alternative quote. As the labour cost in this case would work out at approx £8 per hour, this was felt by members to be very reasonable and it was preferred that the work be given to a local person. As such it was agreed that Toz would be asked to undertake the painting of the skate board as per terms stated. The Parish Council would also be responsible for purchasing the paint direct.

c) Newstead Wildlife Meadow - The Chairman also advised the Council of her idea to keep honey bees on the meadow and whether there was support in principal for this idea. She explained this scheme would be undertaken by a professional bee keeper at his own expense and was looking to site the bees at the bottom right hand corner of the field i.e. the southern end of the meadow. Mrs Pat Harvey of Hopping Hill Farm explained that she also kept bees and it was recognized that hives should be kept a good distance apart so bees are not confused. The Chairman took on board this information and advised that if okay the beekeeper concerned would fence off the hives. The Clerk also suggested that the Council make enquiries with its own insurers. However, subject to the outcome of these enquiries, the Parish Council had no objections in principle to the proposed scheme.

d) Flag Pole - The Clerk advised that the village flagpole had been damaged where it had been snapped off at the base. She explained the flagpole itself was not damaged but the base which supported the flagpole was. Parishioners were already asking whether the flag would be raised for the Remembrance Service. It was agreed that the Clerk should obtain quotes for the repair and proceed as soon as possible. A volunteer was also sought to raise the flag for this service and Cllrs Bullivant and Bicknall volunteered for this task. It was not known where the original flag was kept. The Clerk to speak to Mick Leivers.

10. **Matters concerning Newstead Abbey Park.**

10.1 Station Ave - Cllr Young advised that the resurfacing of Station Ave between West Lodge and Abbeyfield Farm will take place on the 14th and 15th October. Cllr Smith asked whether it was possible to get a card for the gate as she understood from previous minutes that all Cllrs were entitled to a gate card to the Abbey. Cllr Young felt this was limited to Cllrs representing Abbey Ward only. Clerk to check.

11. **Correspondence.**

The following items were specifically discussed:

11.1 N.A.L.C AGM 18th November - No Cllrs wished to attend

11.2 Ashfield Revised Draft Statement of Community Involvement - This had been circulated prior to the meeting. It was explained that this document was useful as it explained the need for up front consultation with the community in the event of a major planning application.

12. **Planning Applications.**

Several Cllrs had attended a public exhibition on a proposed Solar Farm in Annesley. Details of the routing to be used by lorries accessing the site was passed to Cllrs. Overall, there were no concerns raised by the Council, although Cllr Burnham had heard rumours there was also to be a proposed wind turbine on the same site and he would discuss this with the applicants.

Following discussion there were no objections to the following applications:

2015/1055 - 20 High Leys Road, Ravenshead (rear and side ground floor, single storey extensions) -
2015/1119 - Caravan Park, Hayes Farm, Hucknall Road, Newstead (Proposed Extension to Existing Caravan Storage Area)

It was also noted that the planning application submitted in respect of the wind turbine on Newstead and Annesley Country Park would be brought back to the Planning Committee for determination on the 14th October.

13. **Reports from External Meetings**

Youth Centre - The AGM of the Youth Club Committee will be held on the 19th November at 5pm. As the minutes from the last meeting had been circulated there was no need for further discussion

14. **Cemetery Issues**

The following matters affecting the cemeteries were brought to the attention of the Council

14.1 New pump to be installed in new Cemetery - Since the last meeting of the Council, the water pump in the cemetery had failed. An estimate for a new pump of £312 had been received from Mick Kimpton of Hopping Hill Farm. This had been approved by Cllrs and a new pump now obtained. Since giving the instruction to replace the pump, temporary repairs had been carried out by Mick Kimpton and the pump was now back in working order. Mr Kimpton felt this repair would probably hold for the next few months and as and when this fails will replace the pump with the replacement purchased.

14.2 Cost of strimming the Old Cemetery by Probation Trust - The Clerk confirmed she had met with representatives from the Probation Trust re strimming back the grass in the Old Cemetery. She was pleased

to report that the Probation Team would be willing able to undertake the work but subject to the following conditions:

- a) Their expenses for undertaking this work was agreed at £100 (mainly fuel and garden waste bags)
- b) A branch which is presently hanging down in the cemetery is removed
- c) Toilet provision (NB Already agreed that they can use the facilities at the Newstead Centre)
- d) A risk assessment form is completed and signed by the Council.

The Clerk explained that should this work be put out to tender on the open market, the cost would be far greater than the amount quoted above. It was therefore agreed by councillors to proceed with this work.

- 14.3 Fallen Branch in Old Cemetery - An estimate had been obtained for the cost of £90 to remove and dispose of a large branch which had partially collapsed and was a potential hazard to any visitors to the cemetery, Cllrs agreed this work should proceed.

15. Any Other items the Chairman considers urgent

- 15.1 Signage at the Country Park - The Chairman advised she had been stopped by two bird watchers who were searching for Newstead and Annesley Country Park. This brought the realisation that whilst there were signs for Glen Almond Park, there was no signage in respect of Newstead and Annesley Park. She had emailed Rob Crowder at RCAN to request additional signage for the park, but had yet to receive a reply. Cllr Scott suggested that Liam Russell also be copied into this request.

16. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 11th November

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 11 November 2015

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr S Gascoigne, Miss H Scott and Ms J Smith. Also present Ward Cllr Mr B Andrews.
2. **Apologies for absence:** Apologies were noted from Cllr Mrs B Blood, Ward Cllr Mr C Powell and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**
None declared.
4. **Approval of the Minutes**
Council Meeting - 7 October - Subject to the following observation - that under Agenda item 7iii, it be noted that it was not possible for Future Newstead and the Parish Council to merge given that one was a democratically elected body, it was proposed and seconded that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Micro Pub** - Further information on the micro pub had been circulated to Cllrs from Lorraine Horrocks (nee Bean). The Chairman reminded the meeting that it was the duty of the Council to represent the views of the residents and questioned whether the number of residents who had responded i.e. 71 reflected the views of the village as a whole. She also felt the issue should be addressed in two parts namely:-
 - Does this Council support the principle of a micro pub?
 - Does the Council support the use of the pavilion for the micro pub?In terms of the first question Cllr Bicknell agreed there was a need in the village for a social gathering place but he did not think the pavilion was the best place for the micro pub. Cllr Scott was in support of the concept generally and whilst she felt further venues should be explored would not rule out the pavilion as a possible venue. Cllr Burnham advised the Newstead Centre would be his preferred choice of venue, whilst Cllr Adams felt that both the pavilion and Newstead Centre were underutilized. Cllr Gascoigne also supported the concept of a micro pub and noted that whilst the pavilion was more remote it was also underused. Ward Cllr Mr B Andrews said he had supported the initial application by Lorraine for a micro pub, but ultimately as the pavilion belonged to Gedling BC, the decision as to how it is used belongs to them. In more ideal circumstances, he felt the Newstead Centre was the best place for the micro pub. A discussion then ensued as to whether the Parish Council should write to Gedling Borough Council ahead of any planning application for change of use for the pavilion or reserve comment until an application has been received by the Council. The Chairman felt at this stage the Parish Council could defer any decision pending further developments with regard to the Newstead Centre to be discussed later in the meeting. No further comments received.
 - 5.2 **Highways** - A response had been received from Dave Walker, Highway Manager for Ashfield, that the pavement on Hucknall Road will not be sided out where he does not feel this is required. Further information to follow re flooding.
 - 5.3 **Abbey Street Sign** - It was thought this had not yet been replaced. Cllrs to confirm.
 - 5.4 **Lengthsman** - The painting of park will begin as soon as weather permits.
 - 5.5 **Grass Verge on the Village Green** - Cllr Scott pointed out further knotweed on the bank leading down to the sports field in the far corner of the playing field. It was noted that Gedling have agreed to treat the knotweed on the playing field already, but due to cost, treatment will take place over a three year period. It was agreed the Clerk would check with Gedling to ensure this area was also included.

- 5.6 Remembrance Services - These had been attended by Cllrs Burnham and Young. Cllr Burnham advised the morning service had been very well attended and that he was pleased that volunteers had blocked off Tilford Road for the service, with drivers being had been diverted to other routes. The Clerk explained that despite a number of requests the Parish Council had no legal powers to close off parts of the highway and that any organization wishing a road to be closed must contact the Notts County Council as the Highway Authority. Any such request can be made online to the County Council, but there is often a cost for closing a road. It was agreed that the Parish Council would investigate the cost of closing Tilford Road for the service next year.
- 5.7 Newstead Wildflower Meadow - Work has been underway to complete a press release and complete 'End of Grant' report to secure the second half of the grant funding. Cllr Scott said she had advised the Clerk the identity of persons who may take cuttings in future and asked why the meadow was not cut earlier. It was confirmed that cutting of the meadow did not take place until Aug/September, once the wild flowers had died back. In terms of the existing bales, Cllr Burnham advised that Abbeyfield's Farm had declined to take these and these remained in the meadow. He suggested that unless someone can be found to take these, it may be necessary to open the bales and allow the grass to compost naturally.
- 5.8 Notice Board - Rachael Dewsbury has yet to come back to the Council to confirm whether planning permission is required to site an existing notice board in the Abbey.
- 5.9 New Highway Sign for Station Ave - Following a revised proof sent to the Council for approval, this sign has now been ordered.
- 5.10 Village Newsletter - The Chairman asked that any articles submitted relating to council business be sent for the Clerk for checking.
- 5.11 Gritting Scheme - Notts City Council has approved the placement of a grit bin on Station Ave opposite West Lodge but only if the bin is in neutral colours. An estimate has been obtained in respect of a salt bin from Glasdon in dark green at a cost of £148.19 (includes delivery and installation). The Chairman explained that Newstead Abbey would not fund a bin where this was simply not part of its remit. The Council agreed that a bin could be ordered from Glasdon at the cost stated. In addition the Chairman advised that she had been informed that Ward Cllr Mr B Andrews may be able to procure two further grit bins for the village. Locations for these were discussed. It was suggested one bin be sited at the top of Chapel Terrace, whilst the second bin be situated on Station Ave close to the entrance to Newstead Abbey and adjacent the existing footpath/cycleway to Linby, where the road to/from Vicarage Corner can be icy. These locations were noted by Cllr Andrews.
- 5.12 Community Right to Bid - The Parish Council has now received electronically a Trustee Nomination Form for completion by anyone who wishes to stand as a Trustee. In terms of the Newstead Centre a 'secret kitchen' event had been held in the small lounge area which had proved very successful and had opened people's eyes into the possibility that the centre could be a good venue for a micro pub. It was agreed by councillors that the Newstead Centre could support a number of different services, such as a local shop. It was also understood that Real Education were leaving the centre at Christmas and would represent a loss of income to the centre it could ill afford. The possibility of the Parish Council offering financial support to the centre was suggested but this would be subject to certain conditions being met.
- 5.13 Skate Park - Paint ordered and delivered to Toz. Now waiting for better/drier weather
- 5.14 Flagpole - A new flagpole has been installed at a cost of £500 plus VAT, following agreement by Cllrs, where the suppliers had advised the cost of repair was likely to exceed the cost to replace. The Clerk explained that following recommendations from Cllr Gascoigne she had asked Mick Kimpton to look at whether the base could be salvaged for use at another location. However before those instructions were carried out, the Newstead Centre who had been storing the existing flagpole, had given this away on the basis of a) it was no longer required and b) they were also saving money for the Council where it would not have to pay to dispose of the same. This position was noted.
- 5.15 Old Cemetery - This work has mostly been carried out although Probation Team still need to come back to remove arisings left on the path and finish cutting a small section at the end nearest the A611. The fallen branch has also been removed.

- 5.16 Meeting with Gedling Borough Council- A date had been agreed for the Council to meet with the Chief Executive of Gedling Borough Council as part of the 'Big Conversation' and this would be held on the 20th November. Suggested items to be discussed at that meeting would be the Newstead Centre, land behind the Station Hotel, the wind turbine (more specifically distribution of the Community Fund of £7.5k) and Local Council Tax Support. The Chairman suggested that the Council may wish to meet beforehand to discuss in greater detail, the key issues to be discussed. A tentative date of Monday 16th November at the Newstead Centre at 7pm was agreed with an invite to be sent to all Cllrs attending the Gedling meeting.

6. Accounts

6.1 Cheques for Approval

Receipts.

£250 - Fees for erection of new memorial headstone (Plot 270)

£250 - Fess for the erection of new memorial headstone (Plot 298)

Cheques to be Approved

100248	M D Kimpton	£372.00	Replacement pump for cemetery.
100249	Montana Shop Nottingham	£191.90	Paint for the skate board park.
100250	Notts A.L.C	£10.80	Four copies of 'The Good Councillor Guide'
100251	J A Rhodes	£90.00	Remove fallen branch from cemetery.
100252	Gedling Borough Council	£123.60	To supply and erect Station Road sign
100253	Flagpole Express	£600.00	New flagpole and base
100254	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during October
100255	Mrs P Young	£15.00	Chairman's allowance (Oct)
100256	Mrs J Johnson	£335.98	Clerks wages for October
100257	Notts County Council	£91.03	Pension Contributions for Clerk (Oct) and deficit pension payment due this month of £17.50.
100258	Mrs J Johnson	£52.77	Clerk's expenses
			Postage/Other 38.22
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage <u>8.55</u>
			TOTAL <u>19.41</u>
100259	JA Rhodes	£200	Chain Harrowing of Meadow
100260	Mr P A Burnham	£3.60	Mileage claim for travel to Police meeting

These accounts were agreed as stated.

6ii Report on the Half Year Accounts

A detailed report on the half year accounts had been submitted along with the agenda. Overall the position relating to the accounts remained healthy with the forecast assuming that reserves at the end of the year would exceed the budget set in January 2015. Savings against budget had been made in respect of grounds maintenance contract. Questions were welcomed by the Clerk but none received and the position relating to the accounts noted.

6iii Any Other Matter Relating to Finance

A grant application has been made by Newstead PCC in respect of Christmas Fayre in order to buy presents for the children attending. The amount requested was £200. Cllr Burnham felt that given the number of requests from the PCC and the limited finance available in the budget he proposed that £100 should be offered. This amount was agreed.

7. **Community Speedwatch**

Cllr Burnham advised this was an initiative whereby police trained civilians to use a speed gun. He had visited a meeting of Ravenshead Community Speedwatch team to ask whether they would be prepared to undertake a speed monitoring session in Newstead. The team had responded stating that it would not be appropriate to run sessions in Newstead village unless there was a strong participation of local people. Cllr Burnham asked whether Cllrs would be interested taking part community speedwatch trials. As a small village, where everyone knows everyone else, it was felt most likely that any volunteers would be subject to abuse. There was a general consensus that it would be preferable for potential volunteers to operate in villages other than their own. Cllr Burnham agreed to discuss with Ravenshead whether they would be interested in an exchange, whereby volunteers from this village would operate in Ravenshead and vice versa.

8. **Matters concerning Newstead Village**

8.1 **Pedestrian Refuge on Tilford Road** - It was reported that the 'lollipop' light on the central refuge on Tilford Road has been removed. Clerk to report to Highways.

8.2 **Camera on Robin Hood Line** - The camera looking over the parking spaces for those using the Robin Hood Line is pointing to the ground and appears to be out of action. Clerk to contract Network rail.

8.3 **CCTV for Newstead Village** - The Clerk was asked to find out the current update on CCTV to be fitted in the village as advised previously and also mentioned in Police and Parishes meeting.

9 **Matters concerning Newstead Abbey Park.**

9.1 **Newstead Abbey Partnership** - The Chairman advised this committee was seeking new members and also had a number of vacancies at officer level where details would be circulated.

10. **Correspondence.**

No items were specially raised. Cllr Scott asked for some tolerance to be shown towards new Cllrs, where she did not always understand how things worked and questioned the tone of some emails received.

11. **Planning Applications.**

Copies of the planning conditions relating to the application for the wind turbine on Newstead and Annesley Country Park have been distributed to members. Conditions relating to noise were noted. In relation to distribution of the Community Fund of £7.5k, it was noted that this would become the remit of the 'Friends of Newstead' on which the Parish Councils of Newstead and Annesley would be offered a place. It was not clear who this organisation was or who it would comprise

12. **Reports from External Meetings**

Police and Parishes Meeting - Cllr Burnham attended a Police and Parishes meeting held at Ravenshead. A breakdown of the crime figures from the 1st July to 1st October was given, although most of these incidents related to off roaders.

13. **Any Other items the Chairman considers urgent**

None

14. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 2 December. The Chairman reminded Cllrs that at this meeting the Council usually held a small fuddle to thank people for contributions throughout the year. Rather than have food provided by the Newstead Centre, she suggested that Cllrs may like to bring in food to make up a small buffet, where she would also provide wine from her allowance as the Chair. This suggestion was agreed.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 2 December 2015

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mrs B Blood, Mr P Burnham, Mr C Bullivant, Mr S Gascoigne, Miss H Scott and Ms J Smith.
2. **Apologies for absence:** Apologies were noted from Cllr Mr B Andrews, Cllr Mr C Powell and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**
None declared.
4. **Approval of the Minutes**
It was proposed and seconded that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Abbey Street Sign** - An acknowledgment had been received from John Evens of Gedling Borough Council that the revised sign has been sitting in the depot at Gedling and he will now arrange for the wrongly spelt sign to be replaced.
 - 5.2 **Newstead Wildlife Meadow** - The second half of the Biffa grant has now been received. The Clerk was thanked for her work in completing the paperwork to secure this grant.
 - 5.3 **Christmas Tree** - This is now up and decorated. A request was made that the tree was lit for the Christmas Fayre on 5th December. It was agreed contact would be made with the trustees of the Newstead Centre to ask if they could turn on the lights for this event.
 - 5.4 **Gritting Scheme** - As a result of the recent bad weather warnings, the Clerk has arranged for all of the grit bins owned by the Parish Council to be topped up in accordance with the policy agreed. The Parish Council is currently waiting a response from Glasdon for the grit bin for Station Ave.
 - 5.5 **Skate Park** - It was reported that painting was now in progress with some ends of the equipment now being painted. Cllr Smith advised the Chad had been in touch and had expressed an interest in taking a picture of the park once work has been completed. The Chairman reminded Cllrs that any press releases on behalf of the Council should be via the Clerk.
 - 5.6 **Old Cemetery** - This work has been completed but the Parish Council has received a complaint on the amount of arisings left on site which are close to an existing grave. The Clerk has e-mailed the Probation Trust to see if they can re-site the arisings back towards the far left hand corner of site. They have since confirmed they will come back to move the arisings away from the affected grave. It was noted that the Probation Team has not only strimmed the Old Cemetery, but has also tidied up many of the old graves, including the removal of a number of bushes growing out of these and the removal of moss from headstones. Cllr Burnham confirmed the Probation Team had done an excellent job, but because of the more substantial nature of some of the cuttings, these were unlikely to rot down. It was agreed that a working party was required to move these cuttings into a corner of the Newstead Meadow. At the same time bales of grass left on the meadow could be unrolled and spread about so these would also compost down over time. The second or third weekend in January was proposed for this work, subject to weather conditions at that time.
 - 5.7 **Newstead PCC** - Cllr Burnham advised that the Christmas Fayre had raised a total of £480.
 - 5.8 **Community Speedwatch** - Confirmation had been received that the Ravenshead Community Speedwatch team were not prepared to undertake speed watch in Newstead. It was agreed to write to Cllr C Powell to see whether he could facilitate something.

- 5.9 Pedestrian Refuge - This was reported to Highways and the beacon has now been replaced.
- 5.10 Pothole on Musters Road - Cllr Bicknell advised that a pot hole on Musters Road had not been filled in. The Clerk apologised as although mentioned during the meeting, this had been missed.
- 5.11 Camera on Robin Hood Line - This was reported directly to Network Rail by one of their operatives, who happened to be working on the line when the Clerk was passing. He confirmed to the Clerk, he would phone in and report the problem.
- 5.12 CCTV on Tilford Road - Delays in installing CCTV on Tilford Road have been caused by a combination of staff shortages and the need to secure planning permission before work can go ahead. Funds have been granted for the CCTV, and the relevant equipment purchased. Kevin Nealon, Community Protection Manager at Gedling Borough Council, is presently in the process of completing the planning application form, which will be sent to the Parish Council for comment in the usual way
- 5.12 Wind Turbine - The Clerk will write to R.C.AN as suggested at the meeting held at Gedling Borough Council offices. Cllr Scott confirmed she had spoken to Robb Crowder who had advised that the 'Friends Group' referred to in the planning application was actually 'the Friends of Newstead and Annesley Country Park', which was established some time ago but had since met infrequently.
- 5.13 Newsletter - Cllr Bicknell advised that for the next edition of the newsletter he had written an article about the Council and felt it was a good idea to include photos of all Cllrs in the newsletter, so that parishioners were aware of their representatives. He asked Cllrs how they felt about this and all were supportive. A request was made for passport style photos to be sent to Cllr Bicknell for inclusion in the next edition. The Chairman also reminded the Council that previously it was agreed to provide identity badges for all Cllrs. Cllr Gascoigne agreed he would bring his camera to take pictures of the new Cllrs.

6. Accounts

6.1 Receipts and Payments for December 2015

Receipts.

£1505.00 - 2nd instalment of Biffa Grant on Newstead Meadow

£100.00 - Fees for the erection of new memorial headstone (Plot 289)

Cheques to Approved

100261	Newstead PCC	£100.00	Donation towards Christmas Fayre.
100262	The Newstead Centre	£100.00	Donation towards Christmas Party held by the Newstead Centre as agreed between meetings.
100263	Mrs J Johnson	£53.92	Reimbursement to Clerk for payment made to S Pearson to restock grit bins plus cost of 8 bags of salt purchased.
100264	Mrs P Young	£15.00	Chairman's allowance (Nov)
100265	Mrs J Johnson	£335.98	Clerks wages for November
100266	Notts County Council	£91.03	Pension Contributions for Clerk (Oct) and deficit pension payment due this month of £17.50.
100267	Mrs J Johnson	£40.30	Clerk's expenses inc. Argos Gift voucher as raffle prize
			Postage/Other 37.15
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage <u>3.15</u>
			TOTAL <u>46.30</u>
100268	Mr P Burnham	£9.00	Mileage claim for travel to Gedling Borough Council.
100269	Mrs J Johnson	£6.00	Telephone and Broad charges omitted from 100267

These accounts were agreed as stated

- 6.2 Any Other Matters Relating to Finance - A document had been circulated to Cllrs regarding new audit arrangements for parish councils with incomes over £25K. For these councils, a new sector-led body will be procuring audit services on their behalf. Below this amount, it was noted that Councils can choose to opt out of the requirement of carrying out an external audit. As the income for the Parish Council had been just under £25k in 2013/2014, but over in 2014/15, and forecast to be over again this year, it was agreed that the Council should remain in the new audit arrangements to be procured over the next five years.
- 6.3 Grant Request from Newstead Centre - A request had been received from the Newstead Centre for £100 towards a Christmas Party event to be held at the Newstead Centre on 12th December. Subject to this event being advertised in the village and open for any resident to attend, this request was agreed.
7. **Matters concerning Newstead Village**
- 7.1 MUGA Lights - Cllr Bicknell enquired what was happening in relation to the MUGA lights. It was confirmed that so far a total of £3k had been pledged towards the lights including £2k from the parish council.
- 7.2 War Memorial - Cllr Burnham advised that it had been strongly intimated by Neil Bettison, Community Development Officer, Notts County Council, that the Parish Council should look to put in a grant for the propose of enhancing the existing war memorial. At present, this fund was very much undersubscribed. Following discussion, it was agreed attention should be given to tidying up and removing some of the self seeded bushes around the memorial and also a deep clean of the memorial itself. It was agreed the Council would look to investigate what could be done.
- 7.3 Vicarage Corner - It was confirmed that the flytipping recently reported by Cllr Smith had been removed.
- 7.4 Passing Place on Station Ave - Cllr Gascoigne had noted that a car was parked in the passing place on Station Ave and asked whether a sign 'no parking in the passing place' could be installed.
- 7.5 Meeting with Gedling Borough Council - The Chairman noted that the meeting held with John Robinson, Chief Executive of Gedling Borough Council had been 'a good two way conversation' and it was noted the Parish Council had been the only council which had set out an agenda for these meetings. A draft letter to John Robinson regarding the appointment of Trustees to the centre was passed to Cllrs for scrutiny, with any comments to be fed back to the Clerk on the same.
- 8 **Matters concerning Newstead Abbey Park.**
- 8.1 Station Ave - Cllr Gascoigne asked whether it was possible to have overhanging bushes/trees strimmed back on Station Ave from barrier denoting the entrance to Newstead Abbey Park up to Vicarage Corner.
- 8.2 Flytipping - Another incident of flytipping had been reported at Vicarage Corner. It was noted this had since been removed.
- 8.3 Fairfield Drive - Cllr Blood reported that a light was out on Fairfield Drive, which was lamp column no 2.
9. **Correspondence.**
The following item was specifically discussed:
- 9.1 Gedling Borough Council Consultation document re 'Impact of Possible Development Sites on Heritage Assets in Gedling Borough Council' - This document had been circulated to members of the Parish Council. Two sites in Newstead had been identified as possible development sites, these being: - a) The land behind the Station Hotel and b) A 10 hectare site running parallel to the Robin Hood Line and south of Abbey Drive. As neither of these sites were expected to impact on any heritage sites within the parish i.e. namely Newstead Abbey Park and grounds, it was felt no response to this document was required.
10. **Planning Applications.**
No planning applications had been received since the last meeting
11. **Reports from External Meetings**

- 11.1 Youth Club AGM - The Chairman advised that she had stood down as the treasurer to the Youth Club with Cllr Bicknell now assuming this role
- 11.2 Future Newstead AGM - It was reported that there have been no volunteers to stand as Chairman. The post of Chair will be assumed by Emma Astill, Youth Worker, as and when she is able to meetings. The Chairman of the Parish Council had also volunteered to write the minutes of this meeting. Cllr Bicknell confirmed one of the topics discussed had been the newsletter. Feedback from the community had been extremely good and where the graphics and quality of the newsletter was thought to be excellent. A 'Secret Kitchen' event had been held at the Newstead Centre, which had proved very successful. It was explained this involves surplus food acquired from supermarkets and subsequently used to make hot meals. Adults pay around £3 per meal and children less. A further event is being held, possibly on Burn's night.

A dragon made in workshops for bonfire night is going on a mini tour and may eventually be permanently located at the Newstead Centre. A discussion was also held on the topic of cyber bullying, which whilst initially focused on young people was also felt to be an issue affecting all age groups.

12. Cemetery Issues

None other than mentioned earlier

13. Any Other items the Chairman considers urgent

None

14. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 6 January 2016 followed by the precept meeting on the 20th January

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6 January 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mrs B Blood, Mr P Burnham and Miss H Scott. Also present was Mick Leivers from R.C.A.N, Ward Cllr Mr C Powell and County Cllr Mr C Barnfather.
2. **Apologies for absence:** Apologies were received from Cllrs Mrs D Adams, Mr S Gascoigne and Ms J Smith. Also Ward Cllr Mr B Andrews.
3. **Declaration of Personal and Prejudicial Interests**
Helen Scott declared an interest in agenda item 16 as a Director of Newstead Enterprise.
4. **Approval of the Minutes**
It was proposed and seconded that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Abbey Street Sign** - A revised street sign has now been installed with the correct spelling of 'Abbey' . Also new nameplates for Livingstone Street have been installed at the Webb Street end of Livingstone Street as previously requested.
 - 5.2 **Christmas Tree** - Concern was expressed on the standard of redecoration of the Christmas tree where it was noted that a) Lights installed on the tree were not those originally purchased by the Council and b) that the strings of lights had been wrapped too tightly around the Christmas tree itself causing distortion of the branches. It was agreed that the Parish Council should write to Gedling to remind them of the number of strings of light previously purchased by the Council and also the colours purchased. A request from a local resident to re-site the Christmas tree to the green area at the junction of Tilford Road with Hucknall Road was also discussed. It was agreed to leave the tree in the existing place where at the proposed location there was no means of lighting the tree. It was also agreed that the Council would consider arranging an official lighting ceremony for next year and this would be an agenda item later in the year.
 - 5.3 **Gritting Scheme** - The new grit bin for Station Ave has now been delivered to Clerk's home. This had not yet been installed on Station Ave where the Clerk explained the bin was fairly lightweight and could easily be 'removed' if not filled with grit. It was agreed the Clerk could purchase grit to fill the bin. A bid to Gedling BC for 2 additional grit bins had not been successful. Cllr Barnfather advised that through the allowance allocated to him as the County Councillor for Newstead Ward, he would fund the grit bins instead. Clerk to provide details of the exact location where these would be sited, which he explained would need to be approved by highways. The Parish Council would also have to accept responsibility for maintenance and restocking of the bins. The proposed locations were at Vicarage Corner and Chapel Terrace.
 - 5.4 **Skate Park** - No update had been received from Toz on the position relating to the skate park. Cllr Burnham advised he had recently visited the park and confirmed that the position had moved on since the previous visit by himself, Clerk and Chair.
 - 5.5 **Old Cemetery** - A date of Saturday 23rd January at 1pm was agreed for carrying out work to move the arisings. Clerk asked to send out reminder to Cllrs nearer the time.
 - 5.6 **Community Speedwatch** - This issue was discussed with Cllr Powell. He confirmed that Cllr Burnham had been liaising with the lead contact for Community Speedwatch in Ravenshead and he did not believe he was in a position to change her mind. He was also aware that no other speed watch team operated in a different parish from their own. Data from the traffic survey carried out on Hucknall Road was also discussed, whereby it was noted that the incidents of motorists travelling in excess of 60pm was generally confined to very late

evenings. It was agreed to contact Traffic Police to ask if they would carry out speed checks in the village and along Hucknall Road.

- 5.7 Pothole on Musters - Cllr Bicknell confirmed this had now been filled but not well and he doubted this would last through winter. He has agreed to monitor the situation.
- 5.8 Grant Request from Newstead Centre - A number of Councillors had not received notification of this event. Cllr Burnham confirmed he had been notified. It was agreed to ask the Co-ordinator of Newstead Centre for some feedback information on this event.
- 5.9 War Memorial - The Chairman explained that during a meeting held at the war memorial, it was agreed to submit a grant claim based on highlighting the names of soldiers killed during WW1 in gold gilt and a clean up of the stone work generally. The Parish Council is currently waiting to hear from Mansfield Memorials for an estimate for carrying out this work. Cllr Burnham advised that he had tried to establish if any other residents of the parish had died in active service since WW2 so that their names could be added to the memorial. It was noted this would not form part of the grant claim which would need to be submitted within the next two weeks.
- 5.10 Passing Place sign on Station Ave - The Clerk confirmed that this request had been discussed with John Evens at Gedling Borough Council. They are not prepared to install such a sign where they do not believe this is a passing place. They have agreed to monitor the situation and if they believe that parked cars are causing an issue would look to install 'no parking' signs. The new sign in respect of 'No Vehicle Access to Newstead Abbey' has been installed on the junction of this road with Tilford Road.
- Matters Arising from Previous Meetings
- 5.11 Gate Passes - The Parish Council is waiting to hear from Nottingham City Council that the new passes are ready for collection. It was emphasised by the Chairman that any passes now issued by the Abbey must be handed in once the recipient is no longer a parish councillor.
- 5.12 Beekeeping - Zurich Insurance has confirmed no objections to this in principle but the Council must ask for and retain a copy of the professional beekeepers Public Liability Insurance.

The meeting then closed to allow members of the public to bring up various matters

Mr Mick Leivers of C.A.S.T took the opportunity to inform members of recent work undertaken by C.A.S.T. In the Country Park a disabled access platform had been installed at one of the fishing lakes with the help of the Probation Trust. In conjunction with the Woodland Trust some 300 trees had been planted in the park and sleepers had been obtained from Network Rail to complete the car parking area. In terms of the Abbey, strimming had been undertaken in an area known as 'Two Wives Plantation' where a dog tooth fence was also installed as more areas of the Abbey are opened up for walks. Further work has been undertaken on the trees in Station Avenue and this time the brash has been removed. Tony Cundy will in future mow the verge now created. Bird boxes have also been installed.

On a different note Mr Leivers advised that Mansfield Probation Trust were currently seeking work projects for their clients to undertake and it was agreed to pass on the contact details of this team. Further discussion also took place on best time for strimming Newstead Meadow in term of the haylage produced.

Meeting reopened

6. Accounts

6.1 Receipts and Payments for December 2015

Receipts

£25.00 - Fee for strewing of ashes

£225.00 - New interment on 12th January (Reopening of existing grave)

£1.84 - Interest on deposit acct to 5th October

£1.91 - Interest on deposit acct to 5th November

£1.84 - Interest on deposit acct to 5th December

Cheques to Approve

100270	The Newstead Centre	£251.40	Room hire charges from July to end of December.
100271	Glasdon UK	£177.83	Cost of new salt bin for Station Ave
100272	Mrs P Young	£15.00	Chairman's allowance (Dec)
100273	Mrs J Johnson	£335.98	Clerks wages for (December)
N/A	HMRC	£24.00	Tax and NI due on Clerk's wages for last quarter*
100274	Notts County Council	£91.03	Pension Contributions for Clerk (Dec) and deficit pension payment due this month of £17.50.
100275	Mrs J Johnson	£16.95	Clerk's expenses
		Postage/Other	£5.10
		Tel/Broadband	£6.00
		Mobile Calls	Nil
		Mileage	<u>£5.85</u>
		TOTAL	<u>£16.95</u>

* Notification has been received from HRMC that as at 4 October 2015, there is a credit of £26.60 owed to the Parish Council. No cheques will be sent for monies owed to HMRC until such time credit returned to zero.

The payments were approved as stated.

7. Village Walkabouts

The Chairman explained it would be good idea to plan a walk through the village to highlight any issues. It was suggested any walkabout should be of the whole of the parish, where it was noted that because of the distances involved this might be part walk/part drive. A date for the walkabout would be agreed at the next meeting once the weather had improved.

8 Matters concerning Newstead Village

- 8.1 Seat and Notice Board - A public seat had been partially removed from concrete bedding and perpex had been smashed in one of the parish notice boards opposite the shop/Post Office. An estimate for the sum of £180 plus VAT had been received from Malcolm Lane for the cost of repairs. It was agreed the repairs could proceed.
- 8.2 Off Roaders - Cllrs discussed the news that thousands of pounds worth of damage had been caused at Hollinwell Golf Club last Sunday afternoon by off roaders carving up the greens. Cllr Burnham confirmed he had heard the bikes and assumed they had probably come via the Linby Trail. Bikers had also been spotted in the Abbey, although it was felt they may have had permission to ride on the land in question.
- 8.3. Chapel Terrace - A complaint had been made to Gedling Homes regarding rubbish being dump in the yard. An update on the progress made on 23 Tilford Road would also be sought.
- 8.4 Mayor's Invite - As a reward for making the successful dragon, an invite had been extended to members of the Youth Club to have tea with the Mayor of Gedling. This would be held on the 22nd December.

9 Matters concerning Newstead Abbey Park.

- 9.1 Newsletter - The Chairman confirmed a newsletter had been written specifically for all the residents in the Abbey Ward with copies being passed to other Clls. It was intended to provide a further update every 6 months. Mick Leivers asked whether it was possible if work undertaken by CAST could also be included in the newsletter
- 9.2 High Leys Road - Parking on the pavement adjacent to the public footpath on High Leys Road continues to cause an obstruction. The problem is worse at weekends and not thought to be connected to the Nordic

walkers. Cllr Barnfather suggested alerting the local beat officer, for him to speak to the offending motorists. As a rule of thumb he understood there should be sufficient width left on the pavement to allow passage for a double buggy.

9.3 Entrance to Newstead Abbey from A60 - The Chairman drew attention to the lack of visible road markings in the layby serving the main entrance to Newstead Abbey and difficulty caused in turning right onto the A60. It was agreed that the Chairman would draw up a plan of what she felt was needed which would then be emailed by the Clerk to Cllr Barnfather who would take up the matter with Highways.

9.4 Station Ave - Cllr Burnham asked whether there was any timetable for when resurfacing of the road under the former railway bridge would take place as this surface continues to deteriorate. The Chairman confirmed that resurfacing of all of Station Ave would take place where this is included in plans drawn up by the Abbey, but the work would not be carried out in the current financial year, where the total cost of resurfacing the all the roads through the Abbey is spread over a number of years.

10. Correspondence.

The following item was specifically discussed:

10.1 Provisional Local Government Finance Settlement - A letter had been received from NALC requesting examples of Council Tax Support where the Government wishes to reduce this over the next few years. Cllrs approved the response by the Clerk and also agreed that representations should be made to the local MP, to ensure that sufficient funding is provided to local authorities to enable this support to be retained.

11. Planning Applications.

The following applications were discussed having previously been circulated to members of the Council

2015/1278 - Land off Fraser Street, Newstead Village (9 Four Bed Dwelling) - Comments received back from Cllrs indicated that overall the proposal was viewed favourable, although concern had been expressed about the height of the dwellings for which details were still awaited from the agents. Cllr Scott had also expressed her view that velux windows were best fitted to the front of the homes with the proposed dormers to the rear of the property, as this would be more in keeping with the existing street scene and afford a better view over the back garden. It was agreed that the Council would support the proposal subject to the plans being tweaked as suggested.

2015/1436 -Unit 24, Hazleford Way, Newstead (Warehouse/Storage Unit) - There were no objections to the principle of this development but concern was expressed regarding the overall height of the building and whether this could be lowered. Also further screening of the building requested i.e. such as tree planting to preserve the view of adjacent residents, particularly those living on Foundry Terrace.

12. Reports from External Meetings

None

13. Cemetery Issues

None other than mentioned earlier

14. Any Other items the Chairman considers urgent

14.1 Jessie Spencer Trust - An opportunity may exist for the Parish Council to put in an application for funding towards the MUGA lights to this Trust, which provides funds specifically towards projects aimed at Children and Young People. The Clerk is to investigate whether this is the case.

14.2 Armchair - Cllr Bicknell confirmed he had a leather wing back arm chair to give away to anyone who could use this. This chair would be particularly suited to older people,

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 27th January which will be the precept meeting followed by the usual council meeting on the 3rd February.

For the next item, the Council resolves to exclude the public and press for discussion of this matter, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where this item relates to financial and business affairs of persons/organisations

16. Newstead Enterprise

Information given in confidence was discussed at the meeting. It was proposed the Clerk would attend the next meeting of RCAN/Newstead Enterprise. No further action required on the part of the Council.

Minutes of the Parish Council Precept meeting held on Wednesday 27th January 2016 in the Sherwood Room of Newstead Centre starting at 7.30pm.

1. **Councillors present:** Cllrs Mrs P Young, Mr C Bicknell, Mr P Burnham and Mr C Bicknell.
2. **Apologies for absence:** Apologies received from Cllr P Andrews and County Cllr C Barnfather. Belated apologies were also received from Cllrs Mrs B Blood and Miss H Scott.
3. **Declarations of interest:**
No interests were declared

4. **To Review Cemetery Charges for 2016/17**

Details of the revised charges from Clarke's Cemetery & Churchyard Services applicable from the 1 January 2016 had been circulated with the agenda, where it was noted that the various grave digging fees charged by Anthony Clarke had been increased by a flat rate of £15 each.

Proposed cemetery charges by the Council for 2016/17 were then discussed and it was agreed that the Parish Council's charges would increase by a flat rate of £20 under each of the various headings.

The Clerk explained that in dealing with cemetery issues, it had been commented by funeral directors that charges made by the Parish Council for permission to erect memorial headstones in either the burial or cremations section of the cemetery and particularly for non residents were quite expensive. Nor were these costs affected by an increase in grave digging charges. As such, the Parish Council agreed not to increase the charges in respect of requests for headstones in either sections of the cemetery.

The new cemetery charges for 2016/17 were therefore agreed as follows:

	<u>Resident</u>	<u>Non-Resident</u>
Purchase of a Deed of Right of Burial	£220	£670
Grave preparation fee for 6ft grave	£265	£745
Grave preparation fee for 8ft grave (for 2)	£285	£770
Re-open grave	£245	£535
Purchase of a Deed of Right of Burial in the cremations section	£170	£495
Burial of a casket in the cremations or burial sections	£140	£330
Erection of a headstone in the burial section	£100	£250
Additional inscription	£Nil	£Nil
Memorial on a cremation plot which must be no more than 2ft in height	£90	£240

Cllrs agreed that the new charges would be applicable from the start of the new financial year i.e. 1st April 2016.

5. **To Set the Precept for 2016/2017**

A report by the Responsible Financial Officer on the Council's accounts had been attached with the agenda and is now shown as an appendix to these minutes. This demonstrated the effect on the budget as a result of 0%, 2% and 4% increase in the precept.

Having read this report Cllrs asked the Chairman if she was happy to accept the same allowance as last year set at £15 per month, to which she confirmed she was. No further recommendations were made in respect the proposed budget headings, which were then agreed as stated in the report from the Responsible Financial Officer.

Cllr Burnham advised that last year he had supported a 4% increase in the precept to achieve a balanced budget for 2015/2016, and was pleased to note that for 2016/17, a balanced budget could be achieved without the need to collect additional funds from taxpayers. With all members in agreement, it was therefore proposed to seek no increase in the precept, resulting in a total precept requirement of **£14,724**

Form C was then signed by the Chairman and Cllrs Mr P Burnham and Ms J Smith requesting this amount from Gedling Borough Council.

6. Items that the Chairman considers urgent.

6.1 The Late Simon Gascoigne - Following the sudden death of Cllr Gascoigne, the Chairman advised that his funeral would be held on Tuesday 9th February and the order of service would be as follows:

- 2.20pm - Funeral cortege to leave home for Newstead Abbey, when a short service will be held in the private chapel within the Abbey.
- 2.30pm - Service to take place within the Abbey Chapel
- 3.15pm - Committal at Mansfield Crematoria

It was agreed that the Clerk would purchase a wreath on behalf of the Council and to use her discretion in terms of the cost.

6.2 Cllrs Responsibilities and Duties

The Chairman read extracts from the Good Councillors Guide on the duties and responsibilities of a Councillor, where it was made clear that Councillors had a duty to represent electors of the parish and were not simply volunteers.

7. Closure and Date of next meeting

The next meeting would take place on Wednesday 3rd February commencing at 7.30pm.

As there was no further business the meeting finished at 8.05pm.

Report for the Precept Meeting

This report has been written by the Responsible Financial Officer of the Council to assist in setting the precept for 2016/2017 and should be read in conjunction with the document headed **Receipts and Payment Estimate 2016/17**.

This document outlines what has been spent over the current financial year, from 1st April 2015 to the end of December 2015, and also shows the expenditure over the same period in the previous year (left hand side columns on this sheet).

The third column shows the actual income and expenditure incurred by the Council for the whole of 2014/2015, whilst Column 4 shows the budget for 2015/2016 set in January 2015.

Also shown (third column from the right) is a forecast of expenditure for the remainder of this year and includes goods and services already purchased by the Council for which it has yet pay e.g. Christmas tree plus other regular expenses such as the Clerks wages, room hire, and Chairman's Allowance.

The final columns demonstrates the effect on the budget set for 2016/2017 based on a **0%**, **2%** and **4%** increase in the precept.

Income / Receipts

The **precept** for 2015/2016 was agreed at **£14,652** (an increase of 4% on the previous year) on a tax base of **357.12**, which means that at present the cost of Newstead Parish Council to a Band D household is currently **£41.03** per annum. Households in Tax Band C or less would pay less than this figure, whilst properties in the higher tax bands will pay considerably more.

The tax base for the parish for 2016/17 has been set at **358.86**. If no increase is sought in the amounts paid by individual households, slightly more money will be collected overall due to the increase in the tax base. The amount of income received as a result of a 0%, 2% and 4% increase in the precept are shown in the far right hand columns of the **Receipt and Payments Estimate** along with a forecast of income and expenditure for 2016/2017.

Council Tax Support, which last year was set at **£3,886**, is a grant is paid to the Parish Council to offset changes to the tax base, which as a result of the Local Government Finance Act, had fallen significantly from **409.89** in 2012/2013, to **342** in 2013/2014. In December 2015, the Parish Council were advised by Gedling Borough Council that less assistance has been provided by the Government to offset the effects of the changes to the tax base and it is proposed by Gedling Borough Council (subject to final ratification by Gedling Councillors in March 2016) to reduce the financial assistance for Newstead during 2016/17, to **£3,326**. This represents a decrease of **£560** on the sum provided in 2015/2016, which is a drop of 14.4% and equates to a similar reduction in funding received by Gedling Borough Council from central government. The Parish Council has also been advised, that the Borough Council is anticipating further significant cuts to its funding from central government over the next few

years with revenue support grant due to be phased out completely by 2020. Hence the level of council tax support will be reduced to nothing by 2020, which is why the Parish Council has already made representations to NALC that this support should be retained.

The increase in the precept last year was set at 4% to achieve a balanced budget. The present forecast is that for 2015/2016, the expenditure of the Council will exceed the income received by approximately **£4k** at the end of the year. This is mainly as a result of expenditure on the cemetery car park extension for which provision had been made in the previous year's budget. Nevertheless, the original budget set in January 2015 for 2015/2016, assumed by the end of the year the reserves would decrease to **£49,833**, whilst the forecast in terms of the reserves show these will be closer to **£55k**. In other words even with the cost of the May elections, (NB an invoice has now been received from Gedling Borough Council for this cost) and a revised forecast has been made under the 'expenses' heading to take this cost into account, the Council has still performed better than expected.

In terms of income received from **cemeteries and other areas**, it is very difficult to assess the amount of income the Council is likely to receive from this source. The income received so far this year has been well below that received last year but more than in the past. The amount shown in the estimate for 2016/2017 is based on the average income received over the last three years from this source. The Council will also need to agree revised cemetery fees as part of the precept meeting under Agenda item 4 and the revised charges for grave digging for 2016 are attached with the agenda.

Other income usually includes grants received by the Council. There is currently one outstanding grant claim in respect of the war memorial of £300. Although, it is likely that other grant claims will be submitted during 2016/17, such as in respect of a drainage scheme for the skate board park, additional income received under this heading is always cost neutral where any income received is usually matched by a corresponding increase in expenditure. Accordingly, I have included the sum of **£300** under **Other income** expected by the Parish Council in 2016/2017.

Expenditure/ Payments

In respect of **salaries** this heading includes wages paid to the Clerk and also includes pension contributions in respect of the Clerk paid by the Council to the Notts. County Council under the Local Government Pension Scheme. For 2016/17, I have assumed for the purpose of this report there will be 2% increase in wage costs where the Council has agreed to review the Clerk's wage annually. As a result of changes agreed in September 2015, the Clerk now works an additional one hour each week plus additional payments in respect of time spent on new interments. I have tried to include a small allowance in the budget to cover these costs which again are not easy to determine. Only a small amount of income tax is now deducted as the total earnings of the clerk fall below the level on which contributions to HMRC have to be made. Pension contributions in respect of the Clerk cost the Council a further 14.7% of the base salary paid to the Clerk, but in 2016/17, a further payment of £250 will have to be made to the Local Government Pension Scheme over and above the usual contributions to meet the

the pension deficit identified at the last valuation and provision has been made in the budget for this. These additional payments will cease by the end of the year.

Expenses – This covers the allowance previously agreed for the Chair of the Council, any travel or subsistence costs for Councillors and other expenses assumed by Councillors in the course of their duty. During the current year it was agreed to increase the amount paid to the Chairman from **£10** per month to **£15**. For the purposes of these figures, I have assumed that the amount paid to the Chairman in 2016/17 will remain the same as this year. Expenses also cover a number of items such as postage, ink cartridges and other sundry items, which are bought by the Clerk as and when needed and are reimbursed to her as expenses. A sum of **£6** a month is also paid towards broadband costs and use of the Clerks home as an office. Also previously included under this heading was the cost of the Christmas buffet (cost in 2014 was £112), which members now pay for themselves. It is assumed for the purpose of the budget that the same arrangements for the Christmas buffet will apply this year.

Stationery and office equipment is self explanatory. Again there is very little in terms of office equipment required but a provision has been included towards either a new answering telephone answering machine or photocopier or their repair. During the current year expenditure was incurred on fees charged for hosting the village website for the next three years.

Cemeteries and Parish Maintenance – Again it is not easy to predict with any certainty the amounts likely to be paid out under this heading. Cllrs will be aware that a new three year grounds maintenance contract was agreed with Anthony Clarke in April 2015. The cost of this contract is **£3,920** per annum where prices are fixed for the duration of the contract. Also under this heading comes repairs undertaken to parish council property such as seats, notice boards, and the MUGA, either as a result of wear and tear or sadly due to vandalism and also includes other ad hoc expenses relating to the parish such as removal of fly tipping, the provision of grit and grit bins and other sundries such as paint and weedkiller used by the lengthsman. In relation to the restocking of the grit bins, it is likely that by the end of the current financial year the Parish Council will be responsible for six grit bins instead of three at present so I have included a provision of at least **£200** to cover this aspect of expenditure.

Other costs under this heading also include the provision of a Christmas tree, and installation decoration and removal of the same (**£450**). Cllrs will also need to bear in mind there will be additional costs in respect of Newstead Meadow which will require annual strimming and removal of the haylage. The same also applies in respect of the Old Cemetery and the budget assumes costs of **£1,000** towards maintenance of both these areas of land. Other items for consideration include repair of perimeter wall around the Old Cemetery.

Burial fees are also included under this heading, but these costs are always covered by the fees charged by the Council and the budget assumes costs of around **£2k**. Costs of **£250** have been included to re-site the existing notice board in the Abbey. The figure also includes a contingency of approx **£1,000** where we simply do not know what other costs could transpire under this heading

It is fair to say that the budget allocation under this heading for 2016/2017 is generous to accommodate any unexpected contingencies in terms of expenditure on maintenance in the parish.

Audit/Insurance and Subscriptions – Again these are based on the amounts paid out during current year in respect of insurance and charges for both the internal and external audit. Substantial savings were made last year in terms of insurance costs whereby the premium fell by over £500. It is assumed that costs will rise slightly this year.

Room Hire – The figure proposed for 2016/17 takes into consideration the present cost of hiring the Newstead centre and assumes that two additional meetings are likely to be held by the Council over and above the regular council meetings held.

VAT payments – Any VAT payments will always be cost neutral to the Council. The Council is able to reclaim VAT on room hire costs and on other goods and services it buys which are subject to VAT. During the current year the amount of VAT the Council will be able to claim back is higher than usual where this includes VAT paid on work undertaken on the cemetery car park. At present there is approximately £2k waiting to be collected from HMRC which will be reclaimed during March 2016.

Section 137/Donations – These are usually grants paid to other bodies that approach the Parish Council for funding. This amount has been pegged for a number of years and for the purpose of the budget I have assumed that the amount under this heading will remain the same as this year.

Other Expenses – This heading includes items of ad hoc expenditure primary membership of N.A.L.C, copies of local council review, bank charges, etc.

Capital Expenditure – Expenditure under this heading for this year includes the sum of **£2k** already committed towards the MUGA lights and **£1100** towards the drainage scheme on the skate park, **£500** towards the refurbishment of the war memorial and **£250** towards the provision of CCTV at the cemetery car park. A further **£1k** has been included in respect of the repair of cemetery wall.

Summary

Last year the Council opted to increase the precept by 4% to achieve a balanced budget, however income was far better than anticipated mainly in respect of cemetery fees. Expenditure is also down especially in terms of **cemetery and parish maintenance**. This was as a result of the re-tendering of the existing grounds maintenance contract, where costs actually fell compared to previous years. Also, a number of ad hoc jobs continue to be carried out by the lengthsman at no cost to the Council. As a result, the expenditure under this heading was less than expected.

At the end of this financial year, the reserves of the Council are expected to increase to **£54,725**, whereby **£40k** of this was previously earmarked towards the extension of the new cemetery.

The Parish Council at present has substantial reserves which it could use to fund capital projects that may be proposed over the next financial year. There remains a number of significant challenges over the next year both in terms of the Newstead Centre and the Newstead and Annesley Country Park. The Parish Council was criticised by the Auditor in September 2014, who felt the reserves of the Council were on the high side. As these have continued to increase the amount included in the budget under Capital Expenditure has been kept fairly low, where the reserves should be reduced before further funding is sought from local taxpayers.

As the Responsible Financial Officer for the Council, my own advice is that the Council agree an increase in the precept of between **0** to **2%**, and for any other capital project over and above that already mentioned in this report to be funded from existing reserves.

Overall, I am pleased to report that the financial position of the Council remains healthy.

In terms of future projects that the Council wishes to undertake, these will form part of the discussions at the precept meeting. However I hope the attached report will provide an overview of the finances of the Council and provide a basis for further discussions.

Signed

Mrs J Johnson
Responsible Financial Officer for the Council

NEWSTEAD PARISH COUNCIL - RECEIPTS AND PAYMENTS ESTIMATE 2016/17

Actual		Year to 31st March						
Apr-14 to Dec-14	Apr-15 to Dec-15	Actual	Budget	Forecast	Estimate 2016/7			
		2014/15	2015/16	2015/16	0%	2%	4%	
RECEIPTS								
13,615	14,652	Precept	13,615	14,652	14,652	14,724	15,019	15,313
2,321	3,886	Gedling BC Council Tax Support	2,321	3,886	3,886	3,326	3,326	3,326
		Capital Aid	-	-	-	-	-	-
8,025	3,720	Cemetery and other areas	8,740	5,250	4,500	5,675	5,675	5,675
360	265	VAT Refund	360	225	2,250	200	200	200
1,625	1,505	Other Income	1,625	1,625	1,505	300	300	300
		Bank Interest	13	50	25	-	-	-
25,946	24,028	TOTAL Receipts	26,674	25,688	26,818	24,225	24,520	24,814
PAYMENTS								
3,289	3,558	Salaries	4,769	4,488	4,744	5,089	5,089	5,089
6	53	Inland Revenue	19	25	53	50	50	50
525	752	Expenses	861	800	1,864	850	850	850
	194	Stationery and Office Equipment	-	250	250	250	250	250
6,130	6,631	Cemeteries and parish maintenance	6,470	10,500	8,482	9,000	9,000	9,000
1,528	966	Audit / Insurance / Subscriptions	1,706	1,800	1,000	1,100	1,100	1,100
324	352	Room Hire	537	450	502	502	502	502
		VAT Payments	259	500	2,100	200	200	200
1,029	622	Section 137 / Donations	879	1,225	1,225	1,225	1,225	1,225
123	17	Other Expenses	123	300	206	300	300	300
369	10,507	Capital Expenditure	2,169	5,250	10,507	5,000	5,000	5,000
13,323	23,652	TOTAL Payments	17,792	25,588	30,933	23,566	23,566	23,566
12,623	376	TOTAL RECEIPTS OVER PAYMENTS	8,882	100	- 4,115	659	954	1,248
RESERVES								
49,958	58,840	Opening Balance	49,958	49,733	58,840	54,725	54,725	54,725
12,623	376	Excess of Receipts over Payments in year	8,882	100	- 4,115	659	954	1,248
62,581	59,216	Closing Balance	58,840	49,833	54,725	55,384	55,679	55,973

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 3rd February 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Miss H Scott and Ms J Smith. Also present was Ward Cllr Mr B Andrews plus one parishioner. Emma Astill (Notts County Council Youth Worker) and four members of Newstead Youth Centre also attended the meeting
2. **Apologies for absence:** Apologies were received from Cllrs B Blood (who may be late), and Mr C Bullivant. Also Ward Cllr Mr C Powell and County Cllr Mr C Barnfather.

Following notification of the death of Cllr Simon Gascoigne during January 2016, a minute's silence was observed by the Parish Council as a mark of respect for Simon. A short eulogy in respect of Simon's life was also read out by the Chairman.

The meeting was then closed to allow Emma Astill and members of Newstead Youth Centre to display a banner which had been produced as part of an art project undertaken with City Arts. This consisted of a freestanding banner approximately 7ft in height with the wording - 'Young people making a positive impact in their community'. This banner will be used in various events in future to promote the youth of the village. The Chairman then thanked members of the Youth Centre for bringing the banner to show the Council. The young people concerned then left the meeting.

Meeting re-opened

3. **Declaration of Personal and Prejudicial Interests**
Helen Scott declared an interest in agenda item 16 as a Director of Newstead Enterprise.
4. **Approval of the Minutes**
It was proposed and seconded that subject to the following corrections/additions: Under item 5.4 - Skate Park - The Chairman advised she had also visited the skate park, but felt nothing had changed. Also under item 14.2 - it was Cllr Burnham who had donated the arm chair but Cllr Bicknell thought he knew someone who could use this - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Gritting Scheme** - The new bin on Station Ave has been filled with grit and installed opposite West Lodge. Cllr Burnham has furnished details to Cllr Barnfather of possible locations on Chapel Terrace and Vicarage Corner for the siting of two new grit bins.
 - 5.2 **Skate Park** - The Chairman advised she had visited the skate board park earlier that day and noted that one end panel had been painted but paint was already coming off. It was advised by Cllr Smith that Toz had explained he needed at least two weeks of dry weather to undertake the work and that once the weather improved, work would start. The Council agreed it would like to see a written plan of action as to when work is likely to commence.
 - 5.3 **Old Cemetery** - Mrs Long (daughter) has been informed that the arising have been moved back from her mother's grave and she was intending to visit shortly.
 - 5.4 **Community Speedwatch** - Cllr Burnham advised he had spoken to a former Cllr who had attended the same meetings as himself when this initiative was first discussed and who advised that contrary to what was now

being said, speed watch teams could operate in villages other than their own. Having said this he did not believe it was worthwhile to pursue this issue further. In terms of requesting mobile speed cameras, it was agreed that the stretch of Hucknall Road/Newstead Road between Newstead village and Annesley village would be the best area in which to carry out speed checks.

- 5.5 The Newstead Centre - The Clerk read out the response from the Centre Co-ordinator which stated 'The Christmas party went well and the money donated by the Parish Council was used to provide each child with a selection box and was very much appreciated. Please pass on thanks to the Council for supporting this. It was a lovely evening and a good time had by all'. It was also noted that although requested, the number of persons attending the party was not given.
- 5.6 War Memorial - The grant claim has been submitted to Notts CC CVS team. Following this the Parish Council received an email from Deborah Widdowson, Locality Co-ordinator for Newstead who advised that she had been developing an idea to use the Community Commemorative Fund to put on a film show to show what life was like for families where the men had gone off to war. Also, that the war memorial had been cleaned during 2014 and it was unlikely this would be funded again. She also advised that if the Parish Council's application was successful, it may prejudice any bid put in by her. The Clerk explained that following this email, she had since spoken with Deborah to advise that the majority of the claim related to the cost of gold gilding the names of the fallen during WW1 and not cleaning. It was also felt that as the Council's application had already been submitted, any future grant claim by Deborah would fall into a different financial year and should not be prejudiced by the claim submitted by the Parish Council. It was agreed that for the present, the Council's claim should remain and not be withdrawn.
- 5.9 Seat and Notice Board - These have now been repaired and an invoice presented for payment.
- 5.10 Chapel Terrace Yard - Cllr Burnham advised he had received a response from Gedling Homes which stated that '87 Chapel Terrace is a void property so all rubbish will be cleared when void works are completed as part of the final clear up process'. Cllrs felt it was unacceptable to have to wait until a further tenant was found before the rubbish would be cleared nor had any steps been taken to prevent the further accumulation of rubbish. It was agreed the Clerk would take up this matter with Gedling Homes on behalf of the Council.
- 5.11 Parking on High Leys Pavement - An email has been sent to PC Dosanjh asking him to investigate the problems caused by parking and to visit the area at weekends.
- 5.12 Entrance to Newstead Abbey - Details still need to be supplied by the Chairman
- 5.13 2015/1278 - land off Fraser Street - Response sent by Clerk as agreed. Revised plans have been submitted to Gedling Borough Council by the applicant showing dormers to the rear aspect of the dwellings and velux windows to the front. Cllrs were pleased that Gedling Borough Council had taken on board the comments of the Parish Council in respect of this application.
- 5.14 Jessie Spence Trust - The Clerk advised she had looked into the possibility of applying to this trust but the Parish Council was not eligible to claim where the applicant has to be a registered local charity.

The meeting then closed to allow the public to discuss any matters affecting the parish.

Cllr Andrews could not understand why the final item on the agenda should be held in confidence when matters connected to the two organisations involved should be open and transparent. The Clerk explained that the Parish Council had been an invited guest to a meeting held by two external bodies and it was at their request that matters remain private and confidential.

Meeting Reopened

6. Accounts

6.1 Receipts and Payments for January 2016

Receipts.

£100 Fees for new memorial headstone in Newstead cemetery

£465 Fees for new interment on 4th Feb and also to purchase Deed of Grant for plot.

Cheques to Approve

100276	Clarke's Cemetery Services	£230.00	Fees to re-open grave for burial on 12 January
100277	Gedling Borough Council	£1,014.38	Cost of holding May Elections <u>NB</u> Costs shared 3 ways
100278	Malcolm Lane & Son Ltd	£216.00	Replace glass in notice board and re-bed village seat
100279	Notts A L C	£188.56	Annual Subscription to N.A.L.C
100280	Mrs P Young	£15.00	Chairman's allowance (Jan)
100281	Mrs J Johnson	£355.19	Clerks wages for (January) NB Includes 3 hours additional time for dealing with new interments.
100282	Notts County Council	£91.03	Pension contributions for Clerk (January) and deficit pension payment due this month of £17.50.
100283	Mrs J Johnson	£100.40	Clerk's expenses
			Postage/Other £88.10
			Tel/Broadband £6.00
			Mobile Calls Nil
			Mileage <u>£ 6.30</u>
			<u>TOTAL £100.40</u>

100284 Clarke's Cemetery Services £300.00 Fees for new double plot re interment 4 February

These payments were approved as stated.

7. Procedures to Fill Casual Vacancy on the Council

Notes on the procedures to be followed by the Parish Council had been circulated along with the agenda for the meeting. Assuming that there was no demand for a poll, the Clerk suggested that the vacancy be advertised through council notice boards and word of mouth and that written applications of persons interested in this role be asked to write to the Council. Application will then be considered by the Council and if more than one person applies will be determined in the form of a secret written ballot. A suggested time line was put forward, which was as follows

- Notification of vacancy to Gedling Borough Council - 10 Feb
- Date of notice on notice board - 15 Feb
- End of date to request Poll - 1st March
- Applications to Parish Council - 1st March to 29th March
- Co-option to take place at meeting of 6th April

This was agreed

8. Matters concerning Newstead Village

8.1 Planters and Hanging Baskets - An email had been received from Debbie Widdowson, Locality Co-ordinator for Newstead which advised that Gedling Homes would no longer be prepared to meet the charges for watering the hanging baskets in the village. Unless the Parish Council can meet these costs or find an alternative contractor, these will not go ahead. Following this email, the Clerk had approached her window cleaner to sound out whether this was something he could undertake whilst at the same time the Chairman had also spoken to hers. Both contractors confirmed they would be interested in taking on this contract. In total there are 10 hanging baskets which are placed on lamp columns along Tilford Road from mid June until the end of September (a total of 15 weeks). A verbal estimate had been received from one window cleaner based on a cost of £13 per ten baskets watered. If watered just once a week this equates to £195 over the period concerned. Cllrs discussed the frequency of watering required which would depend entirely on the weather. However it was felt that somewhere between 20 to 25 times over this period felt about right,

resulting in the total cost of watering to be around £260 to £325. A suggested alternative to the hanging baskets could be banners depicting local artwork. In principle, Councillors felt happy to accept the cost of watering the baskets and it was agreed that a response would be made accordingly. It was also agreed that a further quote for watering the baskets would be obtained from the other window cleaner.

- 8.2 Faulty Speed Sign - Cllr Bicknell advised that the bottom half of the flashing 20 mph speed sign close to the school was faulty. Clerk to report.
- 8.3 Vicarage Corner - Cllr Smith reported that there is an area of land in the vicinity of Vicarage Corner on which rubbish had been dumped and which now requires cleaning. It was not clear who was the responsible for this land i.e Gedling Borough Council or Nottingham City Council as part of the Abbey estate. It was advised that previous discussions had been held between Future Newstead and Dave Waklin of Gedling Borough Council to open up this area for public use but nothing further had been done. Clerk to contact Gedling Borough Council.
- 8.4 Flytipping - Cllr Burnham advised a settee had been dumped on the grass bank area at the top of Chapel Terrace. As this area straddled the borders of the parish, it was not clear whether this would need to be reported to either Ashfield or Gedling Council.
- 8.5 CCTV Camera - Cllr Adams reported that the CCTV camera monitoring the Station car park was still inactive. Clerk to chase matters with Network Rail.

9 Matters concerning Newstead Abbey Park.

- 9.1 Station Ave - Notification had been received from Newstead Abbey staff that further work would shortly be undertaken on Station Ave in the vicinity of the dip in the drive at the Newstead end, just below John Flanders lodge with work to take place on next Wed & Thurs, 10/11th Feb. A trench is being dug on either side of the gully to lay a membrane and a French drain, which will hopefully help to carry the water away before relaying the tarmac.
- 9.2 West Lodge - The Chairman had noted further works being undertaken in which a path was now being constructed which would appear to impinge on land owned by the Nottingham City Council. This will be raised at the next meeting of Newstead Abbey Partnership.

10. Correspondence.

The following item was specifically discussed:

- 10.1 Provisional Local Government Finance Settlement - A letter had been received from NALC requesting examples of Council Tax Support where the Government wishes to reduce this over the next few years. Cllrs approved the response by the Clerk and also agreed that representations should be made to the local MP, to ensure that sufficient funding is provided to local authorities to enable this support to be retained.

11. Planning Applications

None

12. Reports from External Meetings

Newstead Youth Club - The Chairman provided a quick resume of events affecting Newstead Youth Club. Real Education had now signed a further contract to remain at the Newstead Centre but in future would be based inside the main building rather than in the Youth Centre. This impacts on the finances of the Youth club whereby utility bills for use of this building will no longer be split between the Youth club and Real Education. An AGM was held in November 2015, when the Parish Council Chairman stood down as Treasurer to the Youth Club. This position has now been assumed by Cllr Bicknell.

13. Cemetery Issues

- 13.1 Changes to the Pricing Structure - The Clerk advised that following on from the precept meeting when revised charges had been agreed in respect of cemetery fees, the gravedigger had advised that in respect of the most recent interment additional charges would be levied by him where the burial involved a casket of greater than average size. The Clerk explained that in respect of the gravedigger's charges he reserves the

right to charge extra fees in respect of oversize coffins and caskets which take up more than allocated grave spacing and also for 'out of hours' work and this is clearly highlighted on his list of charges to the Parish Council. Having looked at the fees charged by the Parish Council and displayed on the village web site, no such rider presently exists in terms of the Council's fees. Thus in the case of the most recent interment, the gravedigger had increased his usual charge by £65. However following a telephone call between the Clerk and the Chairman of the Council, it was agreed not to pass on these additional charges to the family concerned. Cllrs agreed that in the circumstances the correct decision had been made and ratified the action of the Clerk in not passing on the charges. It was further agreed that in future, the Council's charges would also be updated to include a similar rider to that shown on the gravedigger's charges.

- 13.2 Parking outside the New Cemetery Main Gates - Cllr Adams advised she had noted on her way to work a white Volvo which frequently parks in front of the cemetery gates despite a sign on the entrance stating 'no parking'. This is damaging the verge adjacent to the gate as well as representing an obstruction. The Clerk was asked to obtain an estimate for the cost of installing drop down parking post for this location. Cllr Burnham advised that the Parish Council had previously given permission for someone to park adjacent the gates, where the person concerned was disabled and could not walk from the car park. However he did not recall the name of the person concerned or whether this could be the owner of the white Volvo.

14. Any Other items the Chairman considers urgent

- 14.1 The late Simon Gascoigne - The Chairman felt that in view of his service to the community over the past 16 years as a member of the council, the village flag should be raised at half mast on the day of Simon's funeral. It was agreed the Clerk would talk to Mick Leivers to put this in hand.
- 14.2 Newstead Wildflower Meadow - It was agreed that quotes would be sought to remove remaining brambles right back to the hedge adjacent to the cemetery car park. Both Anthony Clarke and Jonathon Rhodes would be asked for a quote to undertake this work.

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 2nd March.

For the next item, the Council resolves to exclude the public and press for discussion of this matter, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where this item relates to financial and business affairs of persons/organisations

16. Newstead Enterprise Group

It was agreed that Newstead Enterprise would look to submit a business plan to R.C.A.N, which would set out how it could meet its obligations to R.C.A.N. Meanwhile R.C.A.N would look to present a new partnership agreement in terms of the Country Park in which the Parish Council could be one of the partners. A further meeting is to be held on the 1st March 2016.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 2nd March 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Miss H Scott and Ms J Smith.
2. **Apologies for absence:** Apologies were received from Cllrs B Blood (who may be late). Also Ward Cllrs Mr C Powell and Mr B Andrews and also County Cllr Mr C Barnfather .
3. **Declaration of Personal and Prejudicial Interests**
Helen Scott declared an interest in agenda item 16 as a Director of Newstead Enterprise.
3. **Approval of the Minutes**
Minutes of the Council meeting held on 3rd February
It was proposed and seconded that subject to the following addition: Under item 12 - the Chairman also advised that minutes arising from the AGM had not yet been circulated or agreed - that the minutes be approved as a true record and this was agreed.
Minutes of the Precept Meeting
It was proposed and seconded that subject to a correction on Page 1 - Item 4 to read - To Review Cemetery Charges for 2016/17 and not 2015/2016 as shown - the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Gritting Scheme** - Email sent to Cllr Barnfather requesting update on position and whether any further information required.
 - 5.2 **Skate Park** - Nothing further heard from Toz. It was agreed that if there was no further action by the end of the next meeting, it was resolved the Clerk would obtain a quote from the graffiti artist who had previously expressed an interest in painting the skate board equipment.
 - 5.3 **War Memorial** - The grant for the war memorial has been agreed but subject to some tweaking of scheme. The Chairman explained that following a meeting with Neil Bettison of the Notts County Council, it was agreed that the scheme originally submitted by the Parish Council would need to be amended. Part of the original scheme included a general cleaning of the stonework through jet washing, however due to some surface deterioration of the stonework itself, it was felt this could be harmful. It was agreed however that the stone tablets on which the names were inscribed could benefit from a polish. Also Mr Bettison felt the gold did not respect the heritage of the war memorial and that the colour chosen should be more in keeping with the original colour used in inscribing the names i.e. white. Sample colours of silver and mid grey were passed to Cllrs to chose, which the Clerk explained had already been approved by Mr Bettison. Cllrs voted to opt for the mid grey following which the Clerk would obtain an estimate for polishing the stone tablets and highlighting names in the colour chosen. The Chairman then spoke on the idea of an additional memorial within the confines of the existing memorial commemorating the role of the Bevin Boys. It was agreed that steps would be taken by way of the local newsletter to ask for details of persons either killed in action or as a result of service in the mines during the war years. The Royal British Legion and also the army may also be able to supply these details.
 - 5.4 **Chapel Terrace yard**- The Clerk advised she had written to Mark Vasey at Gedling Homes on behalf of the Parish Council but not heard anything further. Cllr Burnham confirmed that the offending pile of rubbish had

now been removed from the yard and this was now secure. It was anticipated that a new tenant would be moving in shortly, if not already in.

- 5.5 Parking on High Leys Rd - A response had been received from Notts. Police that they intend to visit the road in question and issue notices to any drivers causing an obstruction on the pavement.
- 5.6 Procedures to Fill Casual Vacancy - The Chairman confirmed relevant notices advertising the vacancy had been put in local notice boards. The Clerk advised that local electors have until the 8 March to request an election to fill the vacancy. After that time, the Council is free to advertise for someone to fill vacancy. It was further agreed that the deadline for applying be extended up to the day before next Council meeting i.e. 5th April.
- 5.7 Planters and Hanging Baskets - The Newstead Locality Co-ordinator had been advised that the Parish Council will meet the cost of watering the hanging baskets and planters. A second estimate had now been received from the Chairman's window cleaner at £20 for each time the hanging baskets/planters are watered. The Clerk confirmed that including the three planters, Shaun Pearson has now quoted the sum of £24 per each session of watering. A discussion then ensued on the number of times the plants should be watered. In order to contain costs, it was agreed that the total cost of watering the plants should not exceed the sum of £500, with plants to be watered as and when required. The contractor who supplied the lowest quote to be awarded the contract. The Chairman also confirmed that when previously discussed with Debbie Widdowson, Locality Co-ordinator for Newstead, it was suggested that banners depicting artwork could perhaps be hung from the lamp columns in place of hanging baskets and she asked whether this was something which could be raised at the next Youth Centre meeting as part of the City Arts project. Cllr Scott felt banners would not be durable in the long term and may be prone to vandalism. It was therefore agreed not to pursue the matter with the Youth Club.
- 5.8 Faulty Speed Sign - This had been reported by the Clerk and an acknowledgement received. Cllr Bicknell to check whether the problem has now been resolved.
- 5.9 Vicarage Corner - The Chairman advised the Parish Council had originally pursued the improvement scheme for this land and that she and Cllr Burnham would now pursue this with relevant bodies. In addition the Clerk, Chairman and Cllr Burnham had met with the lengthsman who had been asked to quote for repairs to the fence at Vicarage Corner and also strim a swath of overgrowth (approx five foot in width) along the remainder of the fence boundary until the playing field reached. The estimate for this work was given as £440, based on the maximum time it was expected to take of 40 hours, although it could be less. Cllr Adams felt this was a significant amount of funds to be spending on just strimming this area and that there were higher priorities elsewhere on which this money could be spent. It was therefore agreed not to pursue this quote.
- 5.10 CCTV Camera - No action had been taken by Network Rail on this matter. Cllr Adams reported a metal plate contained within the column supporting the camera had been removed leaving wiring within the interior of pole exposed. It was agreed the Clerk would report this as a priority to Network Rail.
- 5.11 Flytipping - The offending settee had been removed.
- 5.12 Provisional Local Government Settlement - Petition signed as agreed and circulated to Cllrs to individually sign.
- 5.13 Parking Outside New Cemetery - Cllr Adams had passed on details to the Clerk which confirmed the cost of the post will be £66, plus cost of installation where a quote has been received from Anthony Clarke of £100 to install. The Clerk advised that whilst Anthony Clarke was initially in favour of the scheme, he subsequently advised that having measured the width of the drive in front of the gates that motorists could continue to park either side of a central post and that two posts are not recommended as this would create a hazard for any hursts coming into/out of the cemetery. Notwithstanding this, Cllrs felt that a single post would be seen as a deterrent to people continuing to park in front of the gates especially now where there was ample space in the car park. It was therefore agreed that the scheme should go ahead and that a sign should also be put in the cemetery notice board warning families of this intent.
- 5.14 Newstead Flower Meadow/Cutting Back Brambles - Quotes had been received from Anthony Clarke for £650 and also from Jonathan Rhodes for £260, whilst the latter also included a charge for cutting back brambles on the verge between the Robin Hood rail line and Station Ave. It was agreed work could be put in hand in both locations in accordance with the quotation received from Jonathan Rhodes.

6. Accounts

6.1 Receipts and Payments for February 2016

Receipts.

£750	Donation towards MUGA Lights from Cllrs Barnfather, Powell and Andrews.
£2,100	Donation from Newstead Locality Co-ordinator, Gedling Borough Council towards MUGA lights
£300	Notts County Council Commemoration Fund

Cheques for Approval

100285	Ravenshead Parish Council	£40.07	Work carried out by the lengthsman over and above his allocated hours.
100286	Newstead Centre	£45.00	Room hire costs for February Council meeting.
100287	Gedling Borough Council	£359.00	Cost to supply, install, decorate and dispose of Christmas Tree.
100288	Mrs P Young	£15.00	Chairman's allowance (Feb)
100289	Mrs J Johnson	£342.32	Clerks wages for (Feb) <u>NB</u> Includes 1 hour additional time for dealing with new interment on 4 Feb.
100290	Notts County Council	£91.03	Pension Contributions for Clerk (January) and deficit pension payment due this month of £17.50.
100291	Mrs J Johnson	£72.71	Clerk's expenses
			Postage/Other £53.21 (inc cost of wreath)
			Tel/Broadband £6.00
			Mobile Calls Nil
			Mileage <u>£13.50</u>
			TOTAL <u>£72.71</u>
100292	CPRE	£6.00	Fees for Best Kept Village Competition

In presenting these accounts, the Clerk then spoke on the amounts received by the Council in respect of the MUGA lights. In total, the sum of £8,250 had been raised towards these lights including a further £3,000 pledged by the Newstead Locality Co-ordinator from her budget for 2016/17. The Chairman advised that the Parish Council could look to meet the current shortfall in funding, however noting that the Youth Centre had not yet made a donation to the lights she did not feel it unreasonable to ask for a contribution towards these. It was agreed the Clerk would ask the Youth Club to raise a suggested sum of £500, where it was understood that a grant application could be made to East Midlands Housing for this amount. In addition it was noted that the sum of £68 had been made towards the lights from a cake sale organized by the Youth Club. The Clerk to write to the Chair of the Youth Centre Committee.

The payments were approved as stated

6.2 To Consider Grants to other Bodies

A request had been received from Newstead PCC for a donation of £150 towards the cost of loaning animals from White Post Farm to attend as part of the Easter Fayre, where the total cost of the fayre was given as between £350 to £400. In noting that the PCC regular sought grant from the Parish Council, a discussion was held whether to cap the amount given in any one year to the PCC. Cllr Adams felt that the fayres were very much appreciated by the residents of the village and there may be occasions when the Council may like to give more. It was agreed that no cap would be applied but in recognition that the PCC were likely to come back to the Council several more times during the year, the sum of £100 towards the cost was proposed and subsequently agreed.

6.3 To Update Risk Assessment

A copy of the risk assessment had been circulated with the agenda together with some recommendations from the Clerk. In discussing this, the following changes were noted:

- Memorial safety - It was agreed to obtain a quote for topple testing the graves where it was noted the next check was due in April 2014.
- Under precept to add following words - **RFO** to continue to ensure all expenditure
- Under budget - Agreed to include Clerk's recommendations.
- Under Health and Safety - To ensure that in addition to the wording proposed by the Clerk that inspections of all property owned by the Council are completed annually.

7. The Lengthsman's Scheme

As a result of work on the park, the Clerk advised that all hours allocated for the lengthsman's time in 2015/2016 plus the surplus hours from the previous year had now been used up, hence the charge above. In future any further work undertaken by the lengthman during the current year would need to be paid directly by the Council at his agreed rate.

8. Matters concerning Newstead Village

- 8.1 Garden Competition - It was noted that the garden competition would again be held this year when the closing date for entries would be the 24th June. A request had been received that the Chairman of the Parish Council be a judge on this competition and this was agreed.
- 8.2 Best Kept Village Competition - It was agreed that the Parish Council would again enter Newstead Village for this competition where it was noted that any comments received back from the judges was useful in determining 'weak' spots in the village.
- 8.3 Pride of Gedling Awards - It was noted that local youngster Lewis Astill had won the 'Young Person Award' in the 'Pride of Gedling Awards', for his voluntary work in the local community.
- 8.4 Improvement Work in Annesley Village - It was noted that work was presently being undertaken on some of the homes in Annesley village where many had been painted in bright colours. The Clerk was asked to make some enquiries about this scheme to establish whether it could be relevant in Newstead village.
- 8.5 Flytipping - Further flytipping reported at Vicarage Corner re old TV screens
- 8.6 Glass Collections - Some glass collections did not take place at the times stated resulting in a number of complaints
- 8.7 Car Damage - It was noted that a number of cars had been vandalised on Fraser and Markham Street during early evening. It was stressed all incidents must be reported to the Police.
- 8.8 Tilford Road - It was noted that a resident on Tilford Road was now storing a number of items in the car park of the Newstead Centre and his belongings were continuing to accumulate. It was acknowledged the situation was complex. Cllr Scott advised that currently the Notts County Council were working on a 'hoarding' framework as part of public health issues and it was suggested a copy of this is forwarded to Gedling Homes where it may be helpful in dealing with their tenant.
- 8.9 Musters Road - Cllr Bicknell reported further potholes in Musters Road adjacent to the one which had been recently repaired.
- 8.10 Land Behind Fraser Street - The Chairman drew attention to an area of land behind Fraser Street which was currently in a very untidy state. It was agreed to take steps to find the owner of this land thought to be former Coal Authority land.

9. Matters concerning Newstead Abbey Park.

- 9.1 Appointment of a Ward Cllr - No further discussion considered necessary as covered under 'Matters Arising'.

10. Correspondence.

The following item was specifically discussed:

Gedling BC Local Planning Document - Public Draft Session - Invite to seminar to be held on 9th March to discuss policies and housing allocations in the proposed publication draft of the Local Planning Document. Cllr Bicknell and the Clerk to attend.

Ashfield District Council - Local Plan Preferred Approach - Notification received that the Ashfield Local Plan Preferred Approach is out for public consultation between 2nd Feb and 20th March. The Clerk had looked at this document and the only site which affects Newstead Parish is the change of use on the former Annesley Colliery site, where originally 3.5 hectares of the southern end of this site was allocated for employment use. In 2014 permission was granted for this part of the site to be changed to residential use and to accommodate another 120 new homes.

Future Newstead Meeting - The next meeting of Future Newstead will take place on the 22nd March at 7pm at the Newstead Centre.

11. Planning Applications

The following planning applications were discussed:

2015/1278 - Land off Fraser Street, Newstead Village (New four bed homes) - Details of revised proposals were viewed by members of the Council. It was noted that in order to accommodate two off road parking spaces in all of the homes proposed on this site, the number of homes had been reduced from nine to eight. Also all homes had been set further back from the main road in order to accommodate tandem driveways. These changes were noted and approved.

2015/0379 - West Lodge, Station Ave, Newstead Abbey Park (New Stables and Hay Barn) - It was noted that planning permission had now been granted for the stables subject to the following conditions : -

- Horses are for domestic use only and no livery
- Existing trees to be protected and applicant required to show how roots will not be damaged
- Permission is also contingent upon the Nottingham City Council granting permission for a drive to be put over their land

It was further explained that a retrospective planning application would be received by the Parish Council on a number of items relating to West Lodge. This includes permission to lower the roof of the existing out-building, in order to comply with the conditions of a previous planning application. Several features in the garden had also been installed such as a large pond, gazebo, hot tub, etc plus footings for a new driveway plus gates installed. The Chairman expressed her concern on the ongoing urbanisation of the lodge, where it was apparent that many of the conditions of the original lease were not being adhered to. It was therefore agreed that the Clerk would write to the Chief Executive of Nottingham City Council pointing out these discrepancies and requesting enforcement of the original lease agreement.

12. Cemetery Issues

12.1 Changes to the Pricing Structure - The Chairman asked if the revised charges could be posted on the cemetery notice board.

12.2 Mole Activity - It was agreed that the Council purchase some mole bulbs, although it was felt that once grass cutting restarted in the Spring this should deter mole activity. An estimate would also be sought from Anthony Clarke to plant these.

13. Reports from External Meetings

None

14. Items that the Chairman Considers Urgent

None

15. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 6th April 2016

For the next item, the Council resolves to exclude the public and press for discussion of this matter, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where this item relates to financial and business affairs of persons/organisations

16. **Newstead Enterprise Group**

The meeting on the 1st March had been deferred until the 8th March.

In the meantime however Cllr Scott advised the Council she had spoken to the Auditors regarding the accounts of Newstead Enterprise and they had advised there was no reason these could not be signed off immediately.

A business plan had also been put together which would be taken to the meeting.